

North Valley Public Library
Board of Trustees Meeting Agenda
Wednesday, March 19, 3-5 p.m.
(in the library's Community Meeting Room)

Call to Order

Introduction of Guests

Main Street Design Committee members – Drawings of library façade

Kim Gibbs – Storyline wage increase

Beverly Helrich - Report from the Friends of the Library

Alan Sponberg (for Madeline Levine) - Report from the Library Foundation

Leon Theroux - Building report

Approval of Minutes

Approval of Finances

Old Business

Director's Report

Personnel Policy Revisions (background checks)

Director/Assistant Director Positions

Revising 2013-2014 budget

Health Insurance Stipend

Youth Services Office proposal

Library Social planning

Seed library

New Business

Need for new book drop

Web site redesign

Use of meeting room for youth garden club nursery

Flooding in staff area (and meeting room)

Report on meeting with Stevensville Community Foundation

Director's schedule conflict with next board meeting

Adjournment

North Valley Public Library
Board of Trustees Special Meeting, March 28, 2014
Minutes
Joanne A. Charbonneau, Chair
Ed Harrison
Alan Sponberg
Toba Winston
Renee McGrath, Acting Director
Guest: Leon Theroux

Meeting was called to order at 1:00 pm.

The Health Insurance Stipend was the first business to be discussed. Renee recommended that we change the Health Insurance Stipend to post-tax instead of pre-tax to comply with ACA guidance for 2014. After discussion Joanne stated: I move that we hire an accountant to advise us about past taxes that we owe for the HRA from January through March and that we authorize Renee to pay the appropriate taxes, that beginning April 1st the former Health Insurance Stipend be changed from pre-tax insurance stipend to post-tax health benefit. Ed seconded the motion. The motion was passed unanimously.

Payroll Preparation was the second business to be discussed. There was discussion about the pros and cons of outsourcing this task versus doing it in-house. There was consensus to look at how other small independent library districts handle this task. Joanne stated: I move that instead of outsourcing or hiring an accountant that we have two staff members shadow Renee beginning with the next payroll and that those two staff members will be able to do the payroll in June. Ed seconded the motion. The motion was passed unanimously.

The third order of business was the library cleaning position. Joanne made a motion that we accept a proposal from Pam Hawkins to clean the library for 8 to 10 hours per week at 10 dollars per hour as an independent contractor. Toba seconded the motion. The motion was passed unanimously.

The fourth order of business was the roof damage caused by snow buildup. Renee said the insurance adjuster would appear on Monday, 31 March to assess the damage. Any decisions on roof repairs will need to wait until we hear from him. Action deferred on this item.

Ed introduced new business, suggesting that we look into using a graphic "wrap" for the book-drops. There was brief discussion on how to make this a fundraiser and the idea of using the "Captain Hooked on Books" character as a prominent part of the graphic.

Meeting was adjourned at 2:35 PM.