

BOARD OF TRUSTEES MEETING AGENDA
OCTOBER 19, 2011

1. CALL TO ORDER AT 5:00 P.M.
2. APPROVAL OF AGENDA
3. INTRODUCTION OF GUESTS
4. APPROVAL OF MINUTES FROM SEPTEMBER 21, 2011
5. FINANCIAL REPORTS
6. OLD BUSINESS:
 - a. PROFESSIONAL FUNDRAISER POSITION
 - b. FUNDRAISING COMMITTEE
 - c. FOUNDATION APPLICATION DRAFT
 - d. VISTA GRANTS UPDATE(JOHN)
7. NEW BUSINESS:
 - a. WEB SITE DESIGN UPDATE (SETH)
 - b. STEVENSVILLE MAIN STREET ASSOCIATION MEMBERSHIP INVOICE AND RENEWAL
 - c. ADVERTISEMENT FOR TRUSTEE
 - d. REPORTING OF SICK AND VACATION LEAVE TIME
 - e. EAGLE SCOUT PAINTING PROJECT
 - f. BANK SIGNATURE CARDS
 - g. NOVEMBER MEETING DATE
 - h. DIRECTOR ORIENTATION UPDATE AND QUESTIONS
 - i. DIRECTOR'S REPORT
 - j. NVPL MAINTENANCE AND LOG SCHEDULE

ADJOURN

THE NEXT MEETING DATE WILL BE NOVEMBER 16, 2011 AT 5:00 p.m.

NORTH VALLEY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
OCTOBER 19, 2011

NVPL BOARD AND STAFF MEMBERS PRESENT:

David Anderson - Trustee
John Conlan - Trustee
Desiree Dramstad - Library Director
Gayle Tom - Trustee
Jamison Starbuck - Trustee

VISITORS PRESENT:

Tom Keith
Leon Theroux

The meeting was called to order by John at 5:00 P.M.

Agenda was approved after changing the web site design update to the first item for discussion.

Introduction of guests. Visitors recognized above.

Approval of minutes from the September 21, 2011, meeting were tabled due to the death of Rita Faulkner, NVPL Secretary. John will attempt to recreate those minutes and present at the next meeting.

Financial reports were prepared and submitted by Desiree and David. David noted a shortage of \$13,000 in expected revenue as shown on the P&L statement. The budget was over in the following categories: contract services, gas and electric utility charges, and shared catalog. David reported that despite the shortage in expected revenues, the budgetary health of the Library is good. John motioned to approve the finances as written, with a second by David. Motion carried.

OLD BUSINESS;

Professional Fundraiser Position. John distributed a draft copy of a possible job description for the position for use when the capital campaign begins. It was decided that the fundraising committee will work on the document and present to the board at a later time. It is possible that Gayle and John could share the board representative position. Karen Powers is still interested in the marketing and promotional details of fundraising for smaller sized events.

Fundraising Committee. It was decided that recruitment of, and advertising for, committee members, needs to be done to get the committee functioning. Board members were asked to inquire of their friends or associates for possible members. Personal invitation letters to individuals in the community requesting their participation was recommended. Newspapers and social media outlets should be used in the advertising of the position. Discussion revolved around the time line for the renovation project and realistic goals for completing the project, as well as consideration of community support, considering the economy, for such a project.

Foundation Application Draft. John presented a draft foundation and by-laws document that

is required by the IRS and the State of Montana, in order to become a 501(C) 3. John also volunteered to be on the initial board of directors in order to get the application process going. Jamison will review both documents for discussion at the next meeting. The fundraising committee will be charged with preparing the final format of the document.

VISTA GRANT UPDATES. John noted there are grant awards for the Children's program, as part of Patricia Meakin's work as the previous Americorps-Vista worker. The Children's program has received grant funds from the Stevensville Community Foundation for the puppet stage, a Forest Service grant for past and future summer enrichment programs, and a grant from the Montana State University, to pay for a garden plot and supplies at the community gardens and related program promotion materials.

It was agreed that a more structured system needs to be put into place concerning the use of volunteers and their job descriptions. It was suggested that an interview process be established for volunteers.

NEW BUSINESS

Website Update. Seth has previously volunteered to research the possibility of upgrading the current website to a site using the Word Press system, and the possibility of converting this to our present website. It was felt that Seth would not need a lot of additional training from the previous webmaster and that he could research and develop the new web site, if approved by Desiree and his BTOP supervisors at the State of Montana. A few questions need to be researched further concerning the host and storage of files. Desiree and Seth will draft a proposal to the State BTOP staff for approval for Seth to continue with the website upgrade.

Stevensville Main Street Association Membership. It was moved by John, and seconded by Jamison, to continue the Membership with the Association for the required annual fee of \$200 .

Advertisement for Trustee. It was decided that Desiree will be the contact person for questions concerning the application process for the vacant trustee position. The position will be advertised for three weeks and discussed at the next board meeting.

Reporting of Sick and Leave Time. Desiree will make a document that will display her sick and vacation leave.

Eagle Scout Project. Rafael will be unable to start and complete the project. The Library staff and board may be involved in painting the inside of the library as a winter project. Jamison will look into carpet prices for the front red carpet and the orange carpet in front of the circulation desk. Jamison will coordinate the paint and carpet project, if it materializes.

Bank Signature Cards. Signature cards need to be signed. John will arrange and have available in the Board mailbox. It was moved by John, and seconded by David ,to take the

names of Renee McGrath and Rita Faulkner off the NVPL Accounts as signatories, and to add Desiree Dramstad, as a signatory on the Accounts. Motion was carried.

November Meeting Date. The November meeting date is changed from the usual third Wednesday of each month to Tuesday, November 22, 2011, at 6:00 P.M. Agenda items should be received by Desiree by Friday, November 18, 2011, and the agenda should be posted on the front window on November 18, 2011.

Director Orientation and Update. Desiree reported that the orientation went smoothly and that she is processing a lot of information concerning the job.

Director's Report. Desiree reported that she is in her second week of employment and is getting settled in. Desiree will be attending training on October 24-25, 2011, concerning work flows. She will be attending Quick Books training on October 27, November 3, and November 10, 2011. Desiree and John will participate in a Tamarack teleconference on October 28 2011, from 1:00-3:00 P.M. The staff asked about Thanksgiving closures and the Board voted to close for Thursday, November 24 and Friday, November 25. Jamison dissented and felt that the Friday after Thanksgiving, the Library should be open to the public.

NVPL Maintenance Log. Leon has created a log for maintenance repairs around the Library.

The meeting was adjourned at 7:05 P.M.

The next meeting of the North Valley Public Library Board of Trustees will be Tuesday, November 22, 2011, at 6:00 P.M.