

NORTH VALLEY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA
AUGUST 15, 2012 3:30 P.M.

CALL TO ORDER AT 3:30 P.M.
APPROVAL OF AGENDA
INTRODUCTION OF GUESTS
APPROVAL OF MINUTES FROM JULY 18, 2012
FINANCIAL REPORTS

OLD BUSINESS

1. WORKERS COMP FOR VOLUNTEERS
2. EVALUATION INSTRUMENT FOR DIRECTOR

NEW BUSINESS

1. ROOF REPORT – WILLIE SCHROCK
2. EDWARD JONES – OLIN RAVENSCROFT
3. ELECTION OF OFFICERS
4. TERM EXPIRATION
5. ROLES OF BOARD, FRIENDS AND FOUNDATION
6. OTHER BUSINESS
7. DIRECTOR'S REPORT

NEXT BOARD MEETING: SEPTEMBER 19, 2012 3:30 P.M.

North Valley Public Library
Board of Trustees
Meeting Minutes
August 15, 2012

Members Present:

David Anderson, Trustee (3:45)
John Conlan, Chair
Joanne Charbonneau, Trustee
Desiree Dramstad, Library Director
Ed Harrison, Trustee
Gayle Tom, Trustee

Guest:

Beverly Helrich, Friends of the Library
Leon Theroux
Willie Schrock

CALL TO ORDER

John Conlan called the meeting to order at 3:30 pm.

1. Approval of Agenda: John Conlan requested to add 2 items to Other Business: a brief report and review of meeting dates for the Fundraising Committee. Ed Harrison requested to present on library research he has been doing on library location, and Desiree requested to move Willie Schrock to the first item of business of the evening. John moved to approve the agenda as revised. Joanne Charbonneau seconded. No further discussion. Motion carried with members present approving.
2. We have a quorum.
3. John introduced our guests: Beverly Helrich, Leon Theroux, and Willie Schrock
4. Approval of Minutes: John moved to approve the Minutes for July 18, 2012 meeting. Ed Harrison seconded. No further discussion. Motion carried with all members present approving.

NEW BUSINESS

- A. Willie Schrock reports the roof is in fairly good condition with the exception of the site of the exhaust fan for the restaurant causing the membrane to be exposed and cracks in the walls allowing water to seep under the membrane of the roof. He briefly described possible solutions his company would do to remedy the trouble spots and the warranty with his work. Brochures were left for the board's review.

CALL TO ORDER cont.

5. Financial Report: Desiree Dramstad presented the financials to date with the understanding that the library is in the midst of converting to the Black Mountain software. Ergo, information is not accurate at this time. The approval of the July 2012 Financial Report will be tabled until next month.

Beverly Helrich reported the fundraisers over Creamery Days were quite successful. The silent auction for the chairs brought in \$756.00 and the Book Sale, \$900.00. Thank you, Beverly.

OLD BUSINESS

A. Workers Comp for Volunteers

Desiree contacted Bill Rummel for clarification of liability coverage. Liability does not cover volunteers. It was decided to proceed with obtaining liability coverage for the volunteers at \$68.37 annually.

B. Evaluation Instrument for Director

The North Valley Public Library Director Evaluation form made available earlier was briefly reviewed. Discussion ensued around the logistics of completing the form accurately. David Anderson moved that we adopt the Director's Evaluation tool as presented. Ed seconded. No further discussion. Motion carried with all members present approving.

Desiree's anniversary date is October 10, 2012. The evaluation needs to be done before that time.

NEW BUSINESS cont.

B. Edward Jones – Olin Ravenscroft

Mr. Ravenscroft was unable to attend this meeting.

C. Election of Officers

As required by Article III of the Bylaws, John asked if anyone has interest in replacing the current officers of the Board: John Conlan – Chair, David Anderson – Vice-Chair, and Gayle Tom – Secretary. The current board is satisfied with the officers as it stands. No changes were made.

D. Term Expiration

John Conlan and Gayle Tom's terms are up May, 2013. Paperwork with signatures will need to be filed with the county.

ACTION ITEM: John will gather the necessary paperwork from the county.

E. Roles of Board, Friends, and Foundation

Desiree received this information from the Flathead Library System in response to questions about specific roles of Friends and the Foundation. It clearly describes the roles of the different support groups of the library as they work for the benefit of the library. The Fundraising and Building Committees work as advisory committees under the board. A brief discussion ensued regarding the necessity of transparency throughout.

F. Other Business

1. Fundraising Update

- a. Proposed McGovern celebration. No contact has been made to date. Still working on this idea to take place next year.

2. Dates

- a. John will not be available September 19 thru October 18 and Joanne will not be available October 4 thru November 10. These dates surround two board meetings and Desiree's evaluation. After a brief discussion, it was determined:
 - i. The September board meeting will be on the 12th at 3:30 pm
 - ii. Director's Evaluation
Desiree will submit her written responses by the end of day on August 27.

The board will meet with Desiree on August 29 at 3:30 and finish the evaluation at this time.

ACTION ITEM: Desiree will finish her written response by August 27. The board will have reviewed this and be ready for their input by August 29, 2012

iii. The October board meeting will be changed to the 24th at 3:30 pm.

3. Library Location

Ed researched The Clothes Closet and Pantry Partners joining in a partnership in order to obtain interested donors and/or grant monies to complete their project. The idea was for the library to partner with another entity – possibly Stevensville Community Foundation in order to acquire large grants for the project. With that in mind, he also researched the Cottonwood Market as a possible location for the library/community facility. After a discussion on the history of the decision to build on main at the present location, it was agreed that possibly reconnecting for dialogue with the community foundation is a possibility at this time. Nothing definite was decided at this time.

John had to excuse himself a few minutes before 6:00 pm to attend another meeting. David took over the chair for the remainder of the meeting.

G. Director's Report

1. Herb Chats. This new monthly program begins August 21 hosted by Jessica Thomas of Outlaw Herbalist.
2. Map Collection. Approximately 273 USGS topographical maps were donated to the library from Mavis Lorenz of Missoula. Looking to either construct or buy map cases for them.
3. Tour of Missoula Public. John and Desiree toured Missoula Library.
4. Baby Packets. Approximately 80 packets were delivered to Marcus Daly Memorial Hospital July 23.
5. Vacation. Desiree was away July 26 – August 1.
6. Creamery Picnic. Weekend was full of activity and all went smoothly. Summer Reading Program float won 2nd Place.
7. Black Mountain Training. The training sessions scheduled for August 6 and 7 were rescheduled due to technical difficulties. Payroll session scheduled for August 20, accounting session has not been rescheduled as of yet.
8. Howe Charitable Trust. Desiree filed the necessary paperwork for the library to receive disbursement as beneficiary from the Warren and Phyllis Howe Charitable Trust.
9. Blood Drive. Red Cross Blood Drive scheduled for October 11.
10. Network Health Checkups. Desiree is assisting the State Library BTOP program with scoring RFPs.
11. Substitute. Desiree is in the process of hiring an additional substitute library assistant.
12. Trainings. Desiree attended two webinars this month.
13. Upcoming Travel Dates for Desiree:
 - a. August 30 – September 3 (vacation/Labor Day)
 - b. September 9 – 12 (Risk and Reward Conference, Telluride, CO)
 - c. September 16 – 17 (Fall Workshop, Billings)
 - d. October 4 – 5 (Montana Shared Catalog meeting, Helena)

David moved to adjourn at 6:01 pm. Joanne seconded. No further discussion. Motion carried with all members approving.

There will be a special Director's Evaluation meeting held August 29 at 3:30 pm in the Community Room.

The next regular NVPL Board of Trustees meeting will be held Wednesday, September 12, 2012 at 3:30 pm in the Community Room. Please note this change to the second Wednesday of the month.

Respectfully submitted,

Gayle Tom
Secretary