

NORTH VALLEY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA
JANUARY 18, 2012 5:00 P.M.

CALL TO ORDER AT 5:00 P.M.
APPROVAL OF AGENDA
INTRODUCTION OF GUESTS
REPORT FROM FRIENDS OF THE LIBRARY
APPROVAL OF MINUTES FROM DECEMBER 21, 2011
FINANCIAL REPORTS

OLD BUSINESS

1. MT CHAMBER CHOICES HEALTH INSURANCE
2. POLICIES
 - a. COMUTER AND INTERNET USE
 - b. RESPECT FOR STAFF,USERS AND LIBRARY PROPERTY
 - c. COLLECTION DEVELOPMENT
 - d. PERSONNEL
3. REMINDER: PAINTING LIBRARY INTERIOR SATURDAY, JANUARY 21

NEW BUSINESS

1. BRICKS
2. FUNDRAISING COMMITTEE
3. MAINTENANCE UPDATE
4. NOISE/VOLUME ISSUES IN THE LIBRARY
5. NORTHWESTERN ENERGY LIGHT AUDIT

NEXT BOARD MEETING: FEBRUARY 15, 2012 AT 5:00 P.M.

North Valley Public Library
Board of Trustees
Meeting Minutes
January 18, 2012

Members Present:

David Anderson – Trustee
John Conlan – Board Chair
Gayle Tom – Trustee

Guests:

Desiree Dramstad, Library Director
Christa Lecoure, Western States Insurance Agency
Leon Theroux

Joanne excused due to snowy roads. Jamison's resignation from board was submitted January 13, 2012, effective immediately.

CALL TO ORDER

John Conlan called the board meeting to order at 5:00 P.M.

1. John introduced all guests.
2. Approval of Agenda as written with the exception of the insurance presentation by Christa Lecoure to go next due to road conditions. John moved to approve. Gayle Tom seconded. Motion carried with all members present approving.
3. Friends of the Library Report: Beverly Helrich was unable to attend due to snowy roads. John spoke with her and relayed the following information from her: Chocolate and Authors annual fundraiser scheduled for February 24, 2012. The raffle tickets are not printed yet, but will be available soon.
4. Approval of Minutes: John moved to approve the Minutes for December 21, 2011, meeting and January 10, 2012, special meeting as written. David seconded. Motion carried with all members present approving.
5. Financial Reports:
 - a. It was noted that the Mill Levy amount received in December exceeded budget by \$7,226.43. However, we still show a shortfall of about \$10,000 of expected income. We will continue to monitor this closely.
 - b. Grant update. Approximately half of the \$4,900 grant Patricia Minkin wrote was received. John contacted Patricia. She resubmitted the invoice. The remainder should be received within the next couple weeks. It was discussed/determined that the bus driver will be paid out of this initial payment. Cheyenne will be paid out of the next monies received.
 - c. It was noted we are under budget for Telecommunications. A large reimbursement check was received from e-Rate for the years 2010/2011. Desiree set up with them that discounts will be taken monthly rather than having a lump sum.
 - d. Collection expense underspent. Desiree is open to suggestions.
 - e. In the Director's report, Desiree requested assistance for her ALA Membership dues. It was discussed and approved that the entire amount (\$130) would be paid by the library.

- f. Dribs and Drabs. Discussion how much and how consistent this amount is. It was noted that June's Mill Levy amount is generally smaller.
- g. There was general discussion about the Operating Reserve: how much the library is allowed and how it gets there.

John moved to accept the financial report as prepared and presented by Desiree Dramstad. David Anderson seconded. Motion carried with all members present approving.

OLD BUSINESS

1. Montana Chamber Choices Health Insurance presentation by Christa Lecoure. Christa presented after approval of the agenda due to worsening road conditions. It was noted the library would be eligible for Chamber Choices by becoming a member of the local chamber organization for a nominal fee. General information was presented about how the health coverage works for small businesses with 4-6 employees. Once all eligible employees complete the necessary paperwork, Christa will submit the file to the underwriters and rates will be determined. Another meeting with Christa at that time.
2. Policies Review
 - a. Computer and Internet Use Policy: David moved to approve policy as written. John seconded. No further discussion. Motion carried with all members present approving.
 - b. Respect for Staff, Users and Library Property Policy:
 - i. Discussion allowing alcoholic beverages at library sponsored events vs no alcohol permitted in the library. If a special event allows alcohol, a request should be submitted to the board for approval prior to said event. Research indicates catering such events is most likely the best way to handle these events for liability purposes. Local caterers initially identified: Full Moon or Caffé Firenze.
 - ii. Wording which allows discretion of the staff to determine enforcement of the policy guidelines was discussed. Recommendations made.
John moved to approve Respect for Staff, Users and Library Property Policy with noted changes. David seconded. No further discussion. Motion carried with all members present approving.
 - c. Collection Development: Brief discussion regarding Gifts Policy. It was suggested and agreed upon to increase the books and audiovisual materials considered as gifts from "less than one year old..." to "no more than three years old..." David moved to approve policy as revised. John seconded. Motion carried with all members present approving.
 - d. Personnel: Due to time restraints, it was agreed upon to table the review of personnel policy changes until January 26, 2012.
3. Reminder of painting preparation in the library Saturday, January 21, beginning at 9:00 A.M. Will give Stevi Hardware the paint order by Friday so they can fill order. Will paint ceiling tiles as well. Encouraged with the number of volunteers and staff will to help.

NEW BUSINESS

1. Bricks: John, Joanne Charbonneau, and Richard Rice moved two loads of bricks from the holding location to John's backyard. John presented a couple of samples of what may be available through Elaine's engraving at approximately .15 a letter or approximately \$4.00 a plate. A tomb stone company in Missoula was contacted as well. He could do something directly onto the bricks for a charge of \$12.50. Chris Weatherly recommended gentleman in Missoula who does historic preservation. John contacted and he will come out in March or April to do a workshop on how to clean the bricks.
2. Fundraising Committee: Questions asked, discussion followed.
 - a. Coordinating Sub-groups. Each sub-group should designate communicator with rest of committee.
 - b. If the above gets moving, can these sub-groups work independently without having a professional fundraiser at this time
 - c. Can the sub-group for grants get started now without a professional fundraiser.
 - d. Karen Powers, Fundraising Chair, most likely will call another meeting the last week of January. At that time hopefully will establish:
 - i. Designated communicator for each sub-group. Get working independently and coordinate communication between each group.
 - ii. Establish the grant writing process to streamline:
 - a) Anything that must be signed will have to get board approval.
 - b) Eventually this responsibility will be given to the Foundation.

ACTION ITEM: Desiree will contact Karen with these suggestions.

- e. In the meantime, check with Joanne to see if she would be willing to be the board go-to person to okay proceeding with specific grants.

ACTION ITEM: John will check with Joanne.

- f. John contacted MAPS Media Institute regarding marketing. Will have the first meeting with Laura Henderson on Monday, 01/23/12, at 2:00 P.M.

ACTION ITEM: Desiree will invite Karen to this meeting.

- g. John contacted Laura Millin, Program Development, at the Missoula Museum regarding their fundraising experience. Paying a professional fundraiser hourly vs commissioned discussed. Laura did not recommend paying commissioned.

ACTION ITEM: John will contact Stephanie Mapelli regarding an initial consultation session discussing our specific fundraiser needs keeping open the possibility of hiring her down the road as our professional fundraiser.

3. Maintenance Report: Submitted by Leon. Four new fire extinguishers placed with signage, smoke alarms checked, lights all working. A temporary door was placed around furnace in Children's Room.

4. Northwest Energy contacted the Library about a light audit.

ACTION ITEM: John will pursue.

5. David Sandford and Mary Nelson have resigned as volunteers.

ACTION ITEM: Desiree will send a note to each of them in appreciation for their long time service at the library.

Meeting adjourned at 7:40 P.M.

The next meeting of the NVPL Board of Trustees will be January 26, 2012, at 9:00 A.M. in the Community Room of the library to cover 1) Personnel Policy 2) Initial Budgeting 3) New Trustee.

Respectfully Submitted,

Gayle Tom