

**North Valley Public Library**  
**Board of Trustees Meeting Agenda**  
**Wednesday, September 18, 2013**  
**NOTE TIME CHANGE: 3:00 – 5:00 p.m.**  
**(in the library's Community Meeting Room)**

**Call to Order**

**Introduction of Guests**

New staff

Foundation Board report

Report from the Friends of the Library

Building report

**Approval of Minutes**

**Approval of Finances**

**Old Business**

Grievance Policy update

Strategic Planning update

Board orientation update – scheduled for Wednesday, October 16, 1:30 p.m.

Main Street Association Design Committee Meeting report

Update on Hiring

Outsourcing payroll

ASLD/PLD retreat (October 27, 28)

**New Business**

**Adjournment**

**North Valley Public Library**  
**Board of Trustees Meeting Minutes**  
**Wednesday, September 18, 2013**

Trustees present: David Anderson, Joanne Charbonneau, Ed Harrison, Alan Sponberg, Toba Winston

**Call to Order** – Joanne called the meeting to order at 3:01 p.m.

**Introduction of Guests**

Guests present: Lisa Mecklenberg Jackson, Library Director; Renee McGrath, Acting Library Director; Melinda Bingham, Library Substitute; Pam Morris, Library Substitute; Beverly Helrich, president Friends of the Library; Madeline Levine, Treasurer Library Foundation; Leon Theroux, Library Volunteer

New staff – Renee introduced the new library substitutes who attended the meeting. Phyllis Daniels was also hired as a library substitute, but was unable to attend

Foundation Board report – David reported that John Conlan is still on the Foundation board but is hoping to step down when a replacement can be found. A Foundation brochure is in the works with Allegra Printing in Hamilton. Joanne asked if it could be ready for the Festival of the Book in early October. David will see if that's possible. David shared the new Library Foundation logo. Joanne presented a sheet with suggestions on how the Foundation might incorporate a purpose statement into their by-laws should they choose to do so.

\*Action Item: Joanne and Renee will contact applicants for library director and library substitute positions who might make good Foundation members. If they are interested, we will forward their contact information to Foundation officers.

Report from the Friends of the Library – Beverly reported that the Friends Lunch and Learn program on how to become a published author will be held on September 19 at noon. She displayed three of the chair-desks that have been painted by local artists for the silent auction, and reminded us that the Friends New Member Tea will be held in October. The Friends are also paying to have the library carpets cleaned and will also have a page on the library website. The next book sale will be in November.

Building report - Leon reported that all of the furnace filters have been changed, and we have replacements on hand. He has completed painting the posts in the main library. He may do an additional coat of paint on those and will also plan on repainting the posts in the library meeting room. He tested the smoke alarms, as he does on a monthly basis. He has also started cleaning the bricks that are stacked in the back of the library building. There are also bricks for the library at John Conlan's house that will need to be moved before he sells his home. Joanne mentioned that she took her brother, who is an architect, into the basement, and he said that the condition of the beams looks good, but could use some additional support under the book stacks.

**Approval of Minutes** – Toba moved that the minutes from the August meeting be approved. Approved. Alan expressed concern that the draft board meeting minutes were being shared with staff and guests before they had been approved by the board. It was decided that the person who takes the minutes will

share them with the trustees, who will have 24 hours to suggest revisions before the minutes are shared (in draft form) with staff and guests. The final meeting minutes will not be posted until they are approved by the trustees at the next board meeting. Since this will be the last board meeting that Renee is scheduled to attend, board members will take turns taking minutes for future board meetings. As secretary, Alan will insure that the board meeting minutes are accurate and that they are posted in a timely manner.

**Approval of Finances** – Renee explained that the new budget has been entered into Black Mountain and all figures on the monthly reports should now be correct. We compared the estimated mill levy and state entitlement fund with the actual report received from Ravalli County and that looks good. Ravalli County has requested that we submit a copy of our budget to them by September 30. Renee reviewed expenditures and alerted the board to some lines that were over budget. Lisa may want to suggest some adjustments to the budget to plan for spending for the rest of the fiscal year. Alan moved that the financial statements be approved. Approved.

\*Action Item: Renee and Lisa will send a final copy of this fiscal year's budget to Ravalli County.

### **Old Business**

Grievance Policy update – Renee presented a revised copy of the Grievance policy which includes the changes suggested at the last meeting as well as one minor phrasing change that Renee suggested in an email. The board agreed that the next step should be for the library director to share the policy with the library staff and state library consultants to solicit their input before the board votes on it at our next meeting.

\*Action Item: Renee and Lisa will share the grievance policy with staff and our state library consultant and will share any recommended revisions with the board at our next board meeting.

Strategic Planning update – Toba and Joanne have decided not to meet with staff to discuss concerns about the former director, since that is no longer an issue.

Board orientation update – scheduled for Wednesday, October 16, 1:30 p.m. (Note that the time of this meeting has been changed slightly to accommodate the earlier board meeting time.) Lauren McMullen will also meet with Lisa on the Morning of October 16.

Main Street Association Design Committee Meeting report – Joanne reported that she attended the meeting of the Main Street Association Design Committee. The committee members walked over to the library and offered suggestions on how to paint the library's façade to emphasize the art deco historical style of the buildings, and include murals on the façade and artwork in the windows on the top of the front of the building. They will provide the library with a design and suggested color palette. The painting project will not begin until spring.

Update on Hiring – Renee reported that all positions that have been advertised have now been filled. Melinda Bingham, Pam Morris, and (returning staff member) Phyllis Daniels will be the new library substitutes. Steve Boyle will be our new custodian. Bret Gardner is our new Technology Specialist and Lisa Mecklenberg Jackson is our new library director. YIPPEE! The program coordinator position has not yet been advertised. The Friends of the Library offered to host a welcome party for the new staff at the

library. Joanne would also like to have a community meet and greet at the Stevensville Hotel, possibly in November.

Outsourcing payroll – Renee presented four bids from CPA and Human Resource firms for outsourcing payroll. She also reported that Vicki Ross would be interested in applying for a staff position to provide bookkeeping services. It was decided that Renee would teach Lisa how to do payroll this month, and once she is familiar with the Black Mountain accounting system, Lisa will make a recommendation to the board about how to proceed.

\*Action Item: Renee will inform everyone who submitted a bid on payroll services that the board has not yet made a decision on how to proceed. She will also train Lisa on Black Mountain (with the assistance of Black Mountain tech support).

ASLD/PLD retreat (October 27, 28) – If anyone is interested in attending this conference, please let Lisa know.

### **New Business**

Civic Club – Renee reported that Robin Holcomb from the Civic Club asked if there were a reason that the library hasn't been involved with the Civic Club for the past few years. Renee assured her that the library would renew its involvement once a new library director was hired.

\*Action Item: Renee will find out meeting times of Civic Club and Main Street Association and Lisa will either attend these meetings regularly or will appoint a representative from the library to do so.

Bank Accounts – Since a new director has been hired, David moved that Renee McGrath's name be removed from all library bank accounts (and ACH Direct Deposit authorization) and that Lisa Mecklenberg Jackson's name be added in its place. The board approved the motion. The current list of authorized signatories on the North Valley Public Library's bank accounts and direct deposit authorization is as follows:

David Anderson

Joanne Charbonneau

Robert (Ed) Harrison

Lisa Mecklenberg Jackson

Alan Sponberg

Toba M. Winston

Action Item: Renee will obtain two trustee signatures on the meeting minutes and will present a copy to Farmer's State bank. The new library director and all trustees will then be required to sign new bank cards. Renee will also follow up with John Conlan regarding getting Lisa and Joanne listed as people authorized to access the library's safe deposit box at Rocky Mountain Bank.

Scarecrow – Nancy Morrison and Kim Gibbs are creating a Captain Hooked on Books scarecrow for the Scarecrow festival this year. Kim may also do a living statue of Captain Hooked on Books.

Program Coordinator Position – Joanne wonders if it might make sense to split up the programming responsibilities for children, young adults and adults into separate positions.

\*Action Item: Lisa will discuss this idea with the staff and make a recommendation to the board about how to proceed within the budget that has been allocated for this position.

Suggestions for Friends of the Library – Joanne presented a list of suggestions for the Friends of the Library to consider in order to increase their membership.

Travelogue Presentation – Joanne announced that the library is hosting a presentation by Cookie Greene (who is also a Friend of the Library) about her trip to S. Viet Nam and Cambodia on September 25 at 6:30

**Adjournment** – Joanne adjourned the meeting at 5:01 p.m.