

NORTH VALLEY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA
NOVEMBER 22, 2011 6:00 P.M.

CALL TO ORDER AT 6:00 P.M.
APPROVAL OF AGENDA
INTRODUCTION OF GUESTS
APPROVAL OF MINUTES FROM OCTOBER 19, 2011
FINANCIAL REPORTS

OLD BUSINESS

1. DISCUSSION AND POSSIBLE DECISION CONCERNING NVPL FOUNDATION DOCUMENT
2. NOMINATIONS AND SUGGESTIONS REGARDING FUNDRAISING COMMITTEE MEMBERS
3. WEBSITE UPDATE
4. MONDAY HOURS

NEW BUSINESS

1. VACANT TRUSTEE POSITION AND POSSIBLE DECISION CONCERNING APPOINTMENT
2. VOLUNTEER PROGRAM
3. EMPLOYEE INSURANCE STIPEND
4. STATE FUND SMALL BUSINESS GROUP / SAFETY COMMITTEE
5. DECEMBER FIRST FRIDAY
 - a. COMMUNITY MEET AND GREET AT LIBRARY FOR DESIREE
 - b. VOLUNTEER APPRECIATION
6. FUTURE MEETING WITH BEN LLOYD, BUILDING ARCHITECT
7. TRUSTEE CERTIFICATION AND MLA MEMBERSHIP
8. HOLIDAY HOURS
9. SNOW SHOVELING
10. DIRECTOR'S REPORT

NEXT BOARD MEETING: DECEMBER 21, 2011 AT 5:00 P.M.

NORTH VALLEY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
NOVEMBER 21, 2011

STAFF AND TRUSTEES PRESENT:

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

The meeting was called to order by John at 6:00 P.M.

The agenda was approved as written.

No guests were present.

The minutes for the September 21, 2011, and October 19, 2011, were approved as written.

The financial reports as prepared and presented by Desiree were approved. David noted that revenues are down by 20%.

OLD BUSINESS:

It was recommended that the NVPL Foundation document be given to an accountant for review concerning the IRS requirements. Also, Jamison will review the document for any legal wording requirements. The draft document, after clearing these two steps, will be given to the Board for approval and possible action.

There is a fund-raising committee meeting scheduled for December 5, 2011, at 5:00 P.M. in the Library.

Desiree gave an update concerning the Website upgrade. She reported Wordpress.org is a more flexible program to use. She will be gathering ideas and suggestions from the staff concerning the upgrade and will update the board at the next meeting.

A decision concerning the possible opening of the Library on Mondays was tabled until the figures from December tax receipts have been received and analyzed.

NEW BUSINESS:

Interviews for the vacant trustee position will be held on November 30, 2011, at 5:00 P.M. in the Community Room. Board members will meet prior to the interviews at 4:30 P.M. to review interview format.

Desiree presented a draft document for the new Volunteer Policy Handbook. She will send an electronic copy to Trustees for their review. Trustees will vote on approval of the Volunteer Policy Handbook at the December meeting.

Desiree requested a clarification concerning the insurance stipend for employees and was interested in the possibility of using remaining stipend money, after medical and dental costs, for use in a Medical Health Savings Account. Discussion centered around of the original intent of the stipend, and it was agreed upon that the stipend was to only be used for health and dental costs. It was also noted that the Personnel Policy Manual needs to be updated to reflect the original intent of wording involving the stipend. The manual is scheduled to be revised in this area, as well in other sections of the manual.

The Safety Committee will need to meet to fulfill requirements set forth by the State Small Business group requirements, which if met, will result in discounts concerning Library insurance policies.

There will be a meet and greet for Desiree at the December 2, 2011 First Friday event at the Library. It was decided that introduction and remarks by and for Desiree will be given around 7:00 P.M.

There will be a volunteer appreciation function at 5:00 P.M. on December 2, 2011, with pizza.

A future meeting with the Building Architect and Construction Manager will be held, possibly in March.

Trustees were given information and registration forms for trustee certification and MLA membership.

Calculation of holiday pay for part time employees was discussed. It was noted the Personnel Policy Manual needs to reflect clearer wording concerning the calculation formula used for holiday pay.

Desiree presented the following items as part of the Director's report:

John will be in charge of snow shoveling.

Several policy manuals need updating.

The cleaning service monthly charge was discussed.

Missoula Web on Wheels is interested in coming to Stevensville.
Parking is needed on Main Street for the Web on Wheels to be effective.

A request for Donna to be given additional 3 hours per week for cataloging tasks. Previously, this cataloging had been done by volunteers and mistakes have been made and have taken staff time to correct. It was suggested that if money from underutilized accounts can

be found then Donna could have the additional hours.

There will be a volunteer orientation led by Amy on January 7, 2012.

A decision was made to wait on the Library joining the ALA.

It was decided to provide the \$55.00 for the individual membership fees to join the Public Library Association.

Attendance at the PLA convention in Philadelphia was not approved at this time, due to costs.

Desiree will be participating in an Offline Conference at Bozeman on February 24 and 25, 2012. It is an annual technology conference sponsored by MLA.

Five staff members will be attending the MLA meeting in Big Sky on April 12-14.

The meeting was adjourned at 7:20 P.M.

THE NEXT MEETING OF THE NVPL BOARD OF TRUSTEES WILL BE
DECEMBER 21, 2011 AT 5:00 P.M. IN THE COMMUNITY ROOM OF THE LIBRARY