

# NORTH VALLEY PUBLIC LIBRARY

## Board of Trustees Meeting

Wednesday, July 13, 2016

3 p.m. Community Room

- Call to Order/Roll Call
- Public Comment
- Guests
  - ✚ Friends of the Library report – Beverly Helrich
  - ✚ Donna Bainbridge and Building Discussion
- Approval of Minutes
  - ✚ June 8, 2016
- Finances
  - ✚ Statement of Revenue – Budget vs. Actual
  - ✚ Statement of Expenditure – Budget vs. Actual
  - ✚ Cash Report
- Unfinished Business
  - ✚ Review quiet area of library, meeting room policy & tutors
  - ✚ Unattended children policy review
- New Business
  - ✚ Time/Day of the Board Meetings
  - ✚ Personnel policy review
  - ✚ Christmas closure
- Adjournment

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[northvalleylibrary.org](http://northvalleylibrary.org)

Monday – Friday 10 a.m. to 7 p.m.

Saturday 10 a.m. to 5 p.m.

**North Valley Public Library Board of Trustees Meeting**  
**Wednesday, July 13, 2016**  
3:00 p.m. in the NVPL Community Room  
Approved 8/31/16

Attending:

Joanne Charbonneau, Board chairperson  
Victoria Howell, Board Member  
Kim Tiplady, Board Member  
Denise Ard, Library Director  
Beverly Heinrich, Guest  
Leon Theroux, Guest

Joanne called the meeting to order at 3:05 p.m. There was no public comment.

Friends of the Library: Beverly Heinrich reported that the Friends are on summer break. The next meeting will be on July 28<sup>th</sup> to begin preparations for their book sale. The sale will be August 5<sup>th</sup> & 6<sup>th</sup> during Creamery Picnic Weekend.

NVPL Foundation Report: Donna Bainbridge discussed fundraising for upcoming renovations. The foundation will spend this year recruiting new members. She developed a board notebook to give new members. She has a great candidate in mind for filling a board position, with calls in to a few other people. Their focus will be on fundraising toward the end of the year and perhaps an annual mailing list.

There are not many grants to fund renovations. The board agreed with her on the need to hire a general contractor to oversee the projects. Donna summarized the stages of renovation. Joanne said she thought the library might be in the current building for up to 15 years or until a major capital campaign secures the funds for a new building. There are many further renovations and maintenance issues that can be addressed in the meantime, i.e. the main electrical boxes in both buildings will eventually need replacing, fixing water damage in the basement of the Rasmussen building, upgrading the staff room, etc. Donna said the Foundation could fundraise for Rasmussen building upgrades (i.e. new shelves, lighting and carpet) as well as upgrades and finishing of children's room area and Community room, but these would take place probably in 2017/18 once funds are raised and the community and staff would have some time before the next phases of renovation.

Donna is willing to contact a landscaper to look at the flower box in front of the community room, hopefully as a donation, and to advise how we can safely line it, fill it with dirt and plant flowers.

Approval of minutes: Joanne moved to approve the last meeting's minutes, Kim seconded. Unanimously approved.

Finances: The revenues are all in for the ~~last~~ fiscal year ending June 30, 2016. Expenditures are still being paid for fiscal year 2015-2016 such as June bills for garbage, photocopier and June part of payroll. The total expenditures for the end of the fiscal year will be more than what the revenue report now reflect spent at 88%. Beverly Heinrich gave the library \$500 from a memorial donation to the Friends. The cash report reflects the Mill levy money that just came in, \$84, 649.00. Joanne moved to approve the finances, Kim seconded. Finances approved unanimously.

Old Business: The newly designated “Quiet Area” which includes the Montana Room and the tables in the back are working very well for patrons. Joanne made a motion to update the community room policy about use by tutors. Kim seconded. The motion was approved unanimously. The new policy update reads: **“Tutors may not reserve the room for tutoring, because the first priority is library and nonprofit community programs open to all. However, a tutor and student may ask staff if the room is available in person on a drop-by basis.”**

Child Safety Policy: Victoria motioned to approve the current child safety policy, Joanne seconded. Motion approved unanimously.

New Business: Discussion on a new time for the board to meet was tabled until the next meeting. Kim and Megan will not be available for the August board meeting so Joanne will make sure Patricia can make it so there will be a quorum or the date will be changed.

Montana State Library has changed their training procedures. From now on they will have one training day in the western part of the state and another training day in the eastern part of the state. Next training will be in Polson. There will an evening session for trustees.

Personnel Policy Review: Joanne moved to accept revisions to the policy, Victoria seconded. All approved. The policy now reads: **“If any holidays falls on a Sunday, the library will be closed on the following Monday.”** This year Christmas day falls on a Sunday, so the library will be closed Dec. 26<sup>th</sup>. New Year’s Day falls on a Sunday so the library will be closed on Jan. 2, 2017.

Meeting adjourned at 5:09 p.m.

Minutes by Pam Morris

