

NORTH VALLEY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA
APRIL 18, 2012 3:30 P.M.

CALL TO ORDER AT 3:30 P.M.
APPROVAL OF AGENDA
INTRODUCTION OF GUESTS
APPROVAL OF MINUTES FROM MARCH 21, 2012
FINANCIAL REPORTS

OLD BUSINESS

1. BOARD PROCEEDURES
2. BUDGET
3. INSURANCE
4. MISSION STATEMENT
5. TRUSTEE WORKSHOP

NEW BUSINESS

1. SIGNATURE CARD FOR ED HARRISON
2. AUDIT
3. MELISSA BANGS ESTIMATE & SCOPE OF WORK
4. CERTIFICATE OF DEPOSIT
5. ADDING PROGRAMS / INCREASING PUBLIC AWARENESS
6. DIRECTOR CERTIFICATION

NEXT BOARD MEETING: MAY 16, 2012 3:30 P.M.

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

Members Present:

David Anderson, Trustee
John Conlan, Board Chair
Joanne Charbonneau, Trustee
Desiree Dramstad, Library Director
Ed Harrison, Trustee
Gayle Tom, Trustee

Guest:

Beverly Helrich

CALL TO ORDER

John Conlan called the meeting to order at 3:35 P.M.

1. Approval of Agenda: John moved to approve the agenda as written. Joanne Charbonneau seconded. No further discussion. Motion carried with all members present approving.
2. We have a quorum.
3. John introduced our guest, Beverly Helrich, reporting on the Friends of the Library.
 - A. The Lunch and Learn program with Molly Hackett was a success with 22 attending.
 - B. The Spring Book Sale is this weekend, April 21 and 22.

A special thank you to Bev and the Friends for their contribution to the library monetarily for various library endeavors.

4. Approval of Minutes: John moved to approve the Minutes for March 21, 2012 Board Meeting pending the correction of syntactical errors found on Page 3 and Page 5 of the draft. Joanne seconded. No further discussion. Motion carried with all members approving.
5. Financial Reports: Desiree gave a breakdown for the increased spending in specific categories of Expenses. All increases have been previously approved and/or accounted for.

Again, looking at income vs budget, especially as we are preparing the budget for 2012-2013. It was noted that at $\frac{3}{4}$ of way through the year, we are at 93% of budgeted income. A special board meeting is scheduled for next week to address these concerns.

David moved to approve the Financial Reports as presented. Joanne seconded. No further discussion at this time. Motion carried with all members approving.

ACTION ITEM: Joanne will send a copy of her comparative findings regarding salaries and equity issues in the Stevensville area and library clerks throughout Montana before next week's meeting.
Board members will come next week prepared for the budget meeting.

OLD BUSINESS

1. Board Procedures:
 - A. Communication between various committees. From the last Fundraising Committee meeting, it was discussed and decided upon that Karen will report to the board on a monthly basis either in person or in written form.
 - B. Also, they clarified the Chair/Spokespersons for each committee and the chain of command for communication.

- C. A sub-committee is needed to revise our Library Director's Evaluation document prior to Desiree's September evaluation. After a brief discussion, it was decided that Joanne will gather information she has access to adding it to the information Gayle has collected, and present at the next regular board meeting. At that time the board will decide on a sub-committee consisting of Desiree and 2 board members.

ACTION ITEM: Joanne will send an email letting the board know when her information will be available.
Gayle will have her information available as well.

- D. John wanted the board to know that if they are planning travel around the time of our regular scheduled board meeting date, please let him know as the meeting can be changed.

2. Next week's Special Board Meeting time has been changed from 3:30 pm to 1:00 pm.
3. Insurance: Desiree reported on the Chamber Choice poll conducted with the eligible employees. They are leaning towards keeping with current stipend. It was decided to roll this item into the budget discussion next week.
4. Mission Statement: Desiree gave us the staff's input to the Mission Statement. After discussion it was decided David and Joanne will tinker with the information, and present their conclusion at the board meeting in May.

ACTION ITEM: David and Joanne will work on the Mission Statement and bring to board meeting next month to finalize.

5. Trustee Workshop: Ed and John will be attending the workshop in Butte reporting back to the board in May.
A reminder: Darby will be having a workshop September 5. Mary Bushing will be presenting.

NEW BUSINESS

1. Signature card for Ed Harrison: All signatures were collected. John will take the paperwork to Farmers this week. Please note change of policy at the bank – two board member signatures are required on the minutes directing any change to signature cards.
2. Audit: John received information back from Drew Richter with Junkermier, Clark, Campanella, and Stevens. It was determined a review will suffice. Cost for review per Drew, \$3,000.

The Fundraising Committee thought we would wait until we are closer to actually doing grants. In the meantime, John will follow up other leads/costs and get back with the board on his finding.

Discussion included: budgeting the cost of the review for 2012-2013 year and finding out how often we need to update for our intended purposes.

ACTION ITEM: Desiree, please put this on the agenda for May's board meeting.

3. Melissa Bangs Estimate & Scope of Work: The board reviewed and discussed the estimates sent from Melissa. John, Joanne, and Desiree will use the telephone conference to discuss the following issues:
 - A. Feasibility Study clarification – in her estimation, what needs to be in this report
 - B. Questions from the Fundraising Committee regarding "Interview Series of CC Consultants"
 - C. 'Advise Committee' sections – clarify
 - D. 'Advise Committee in efforts to raise capacity building dollar'... - clarify

After discussion, John moved for tentatively approve Melissa Bang's contract for consultant services pending clarification for two items on the scope of work from the phone conference we will have on Monday, April 23. Joanne seconded. No further discussion. Motion carried with all members approving.

ACTION ITEM: Desiree will secure Federal Savings to reserve board room for phone conference.

4. Certificate of Deposit: The \$10k CD matures May 1, 2012. Discussion as to whether or not it would be acceptable to have half or all this rolled into the Foundation ensued. While we are investigating the possibilities, David moved to transfer the \$10k CD to a board designated restricted saving account on May 1. Ed Harrison seconded. This would insure no penalties surrounding the CD stipulations are incurred. No further discussion. Motion carried with all members approving.

Since we have passed the necessary legalities to create the North Valley Public Library Foundation, John will set up the bank account for it as well. John made a motion to allow the bank account to be opened for the Foundation. David seconded. No further discussion. Motion carried with all members approving.

ACTION ITEM: John will find out if Madeline Levine needs to sign the CD in order to cash as her name is one of the names listed.

Desiree will see if the Bozeman Foundation has had any experience transferring a CD to Foundations.

5. Adding programs/increasing public awareness: Joanne mentioned she feels the need to increase public awareness of the library over the next 6 – 9 months. Possibilities include:
 - A. Push for 400 new card holders by the week of Creamery Picnic
 - B. Go to various clubs and organization in Stevensville to show them books/journals we can offer, finding out what we could do for their group, etc.
 - C. Massive mailings using our new publication
 - D. Ideas for programs/classes
 - E. Go to the schools specifically offering the tech program
 - F. Welcome Wagon
 - G. Along with the bi-weekly ad in the Bitterroot Star and website

Discussion regarding carrying these ideas out using volunteers, board support, Friends, etc.

ACTION ITEM: John will check with the post office to find out the rate of mass mailings with Foundation status.

John will put this idea on the agenda for the next Fundraising Committee meeting.

Bev will contact Welcome Wagon.

6. Director Certification: John read the letter sent from the state library stating that Desiree has successfully fulfilled their requirements for the Montana Certification Program for library directors. Desiree has been awarded the Library Administration Certificate. Congratulations to her for this accomplishment. It is a re-certification for her.

7. Director's Report:

- A. Average number of patrons from February 28 – April 7: 181
- B. April Artist – quilts by Jamie Grant
- C. Foundation – information now available on website
- D. Creamery Picnic – Secured first choice booth site at the Creamery Picnic
Desiree wants to promote some of the services available thru the State Library: Hunting/Fishing Companion, auto repair database, Homework Companion, Consumer Health Resources and services available from 'home'.
- E. Courier – Partners now using Critelli Courier

- F. Backyard Chicken Workshops – Virginia Chaffin from MSU-Ravalli County Extension presenting April 18 and 25 at 6:30 pm
- G. Thursday Tech Training – Being scheduled quarterly with two sessions per month
- H. After School Art Program – Sue Majors will be in May 22 and 24 teaching two classes for kids
- I. Saturday Matinees – Current matinees are scheduled for May 5, May 19 and June 2
- J. Arts Week update – Something fell thru with Arts Week so it will not be happening, but Desiree has been in contact with Richard Ellis. Possibly will be able to do something in the fall.
- K. MLA Conference – Desiree gave a brief summary
 - ♦ Ideas for programs: Evening of Great Conversations – tables and topics, Lunch at the Library – Board and/or Foundation members invited two people a month for tour of library and lunch with power point presentation about library to education community about what library is doing, distribute library brochures, etc.
 - ♦ Data base education is needed for patrons.
 - ♦ Marketing session.
 - ♦ Customer Service session with Mary Bushing.
 Next year the conference will be in Missoula.
- L. Caitlin is working on a grant for a new heating system in the library

8. Thanks to Leon Theroux. He has been working upstairs gathering items for the fixture/rummage sale scheduled for May 12, 2012.

The next NVPL Special Board of Trustees meeting will be Wednesday, April 25 at 1:00 pm in the Community Room.

Items for discussion:

A. 2012-2013 Budget:

- ♦ review phone conference with Melissa Bangs
- ♦ paring down an additional 10% on current budget
- ♦ reasonable reserve vs reality
- ♦ salary increases, wages, caps
- ♦ insurance stipend
- ♦ Program Coordination position

B. Discuss findings of phone conference with Melissa Bangs.

The next regular NVPL Board of Trustees meeting will be held Wednesday, May 16, 2012 at 3:30 pm in the Community Room.

John moved to adjourn at 5:40 pm. David seconded. No further discussion. Motion carried with all members approving.

Respectfully submitted,

Gayle Tom
Secretary

Board Member

Board Member