

North Valley Public Library
Board of Trustees Meeting Agenda
Wednesday, November 20, 2013

3:00 – 5:00 p.m.

(in the library's Community Meeting Room)

Note: Board Orientation Training will take place from 1:30 – 3:00 p.m.

Call to Order

Introduction of Guests

Beverly Helrich - Report from the Friends of the Library (and Friends web site)

Madeline Levine - Report from the Library Foundation

Leon Theroux - Building report

Approval of Minutes

Approval of Finances

Old Business

URL (nvplib.org and nvlib.org are both available for \$26.33/yr – nvl.org=\$850!)

New position descriptions (background check?)

Free books, books for sale, and Friends books

Affordable Health Care Act

New Business

Allowing alcohol to be served at library events

Transfer of Insurance Policy to new agency

Strategic Planning

Offer from patron to tile floor

Outreach to Florence (expanding library district?)

Zinio?

Burgeon Panels?

Paperless office?

Fund drive in February?

Adjournment

North Valley Public Library Trustees Minutes

November 20, 2013

Board Members Present:

Joanne Charbonneau, Chair;

David Anderson, Vice Chair;

Ed Harrison;

Alan Sponberg, Secretary;

Toba Winston;

Renee McGrath, Acting Director, ex officio

Guests: Lauren McMullen, Madeline Levine, Leon Theroux

Meeting was called to order at 3:10 after the orientation session with **Lauren McMullen** from the state library in Helena.

Joanne reported she had just received a letter from David Anderson saying that he is resigning from the NVPL Board of Trustees. Everyone present (including David) expressed regret at this sad news, and we decided that planning an appropriate response would be a priority agenda item for our December meeting.

Beverly was not present although she asked Renee to share that the book sale would be held this coming weekend in the Community Room 10-6 on Friday and Saturday.

Madeline Levine talked about the necessity of filling out the roster of officers on the Foundation with David Anderson's resignation and John Conlan's position to be filled. **Alan Sponberg** volunteered to be the liaison between the Board of Trustees and the Foundation, and all trustees approved this liaison as suggested by Lauren.

➔ Action Item: **Renee and Joanne or Alan** will meet with Madeline to brainstorm about possible community members to fill those positions on the Foundation after identifying the skills and characteristics of Foundation officers.

Leon gave a building report: all smoke alarms have new batteries, he moved the bulletin board, duct taped in front of circulation desk, bought 2 cases of fluorescent lights, and cleaned 1200 bricks!

→ Action item: **Joanne, Renee, and Leon** will work out a time to move the bricks to Toba Winston's property before the end of the month. Joanne will secure pallets for storage. It was subsequently decided that the bricks would be moved to Joanne Charbonneau and Richard Rice's property instead of Toba's for the sake of convenience.

Toba moved to approve minutes and it was seconded and passed unanimously.

Renee presented a budget report, and Joanne moved it be approved; seconded and passed. We will look carefully at the October figures for our mill levy since the November numbers were down from historical figures. Renee has talked to County office and they said this will be a new trend as they have cracked down on delinquent taxpayers so these "dribs and drabs" will be much curtailed. Joanne said that the October numbers should be higher than the past and Renee will inform us when those numbers become available. This is something to keep a close watch on.

Old Business:

- 1) **URL:** Trustees agreed that the library's URL should remain northvalleylibrary.org. Bret had suggested a shorter version. David commented that many companies are moving away from short acronyms into the full title so we are not outliers. Since this has been used for so long and everyone seems familiar with it, the trustees saw no reason to change.
- 2) Joanne moved to approve the **description for the Young Adult Specialist position** with the addition of 20 hours. Seconded and approved. After discussion about background checks, we decided to go forward with the posting of the job.

→ Action Item: **Renee** will look into the costs of background checks, whether it needs to be a library-wide policy, or whether we could have just the one position dealing with children.

We **postponed the payroll budget job description** as Renee has learned the Black Mountain system and is doing a great job with that. We will revisit this at the beginning of the new fiscal year in July 2014. Ed expressed some concern about paying for someone to do payroll after the amount of money we have already invested in the Black Mountain system and training. We should be able to do it in-house.

- 3) In our **efforts to make the community room a more welcoming and inviting space**, there was discussion about the clutter and books left over from Book sales. Joanne made a motion, seconded and unanimously approved by all the trustees, that unsold books need to be removed from the Community Room to make the space more inviting. Volunteers in conjunction with Beverly's Friends—after the November book sale—will consolidate books along the built-in bookshelves, remove books on the north side of the

Community room and move books and bookshelves that we decide to keep into the “sorting” room. This will entail cleaning up of sorting room and removing/moving things there to make room for bookshelves. In addition, unsold books will be shipped to Better World for possible sale by them (the money made will go directly into Friends account). We also encourage more unsold books be put out on the bookshelves outside and others culled to sell inside so that we are moving books out of the Community Room and giving them away, selling them, or shipping them to Better World. We will tidy up the Community Room, have fresh used books to sell, and we’ll be moving books out into the community or to Better World for others to enjoy.

➔ Action Item: **Joanne and Renee** will meet with Bev to discuss the logistics and the timing of this.

➔ **Renee** will also ask staff to check the free bookshelf outside and remove any debris, plastic, etc. at the same time that they are emptying book drops.

Renee reported about the Affordable Health Care Act. She will investigate whether the library qualifies as a small business for the purpose of providing a group health insurance policy through the ACA marketplace.

New Business:

1) **Alcohol policy.** We discussed the possibility of having alcohol at some events. Liability issues and policing amount of alcohol consumed were discussed. Trustees agreed it would be a positive to be able to have wine and cheese receptions, a Martini night, or other events.

➔ Action Item: **Renee** will look into drafting a policy on this and bring this back to the trustees. As it turns out, this is already allowed for in our “Respect for Users, Staff, and Library” policy: http://northvalleylibrary.files.wordpress.com/2011/12/respect_041613.pdf

2) **Transfer of insurance policy:** Zorac notified us that they will no longer hold our policy and were transferring the same policy with same price to Foremost Insurance. Lauren mentioned that MACO covers Independent Library districts (something that there was some confusion about earlier). No action was deemed necessary for now as Dec 11, 2013 was the date for the transfer.

➔ Action Item: In January, **some trustees** will participate in a webinar about liability in libraries. After that, we might reconsider our policy and check MACO rates.

3) We talked about **the importance of strategic planning** and the ways to accomplish both internal short-range plans and community input. Lauren gave us some ideas and will be a

resource as we move forward. Both Renee and Joanne offered some ideas on how to proceed. Because of holidays, we will refocus these efforts in January (day retreat of trustees and Renee) with staff input in the meantime.

➔ Action item: **Each trustee** will write up a page or two of their vision of where we would like to be short-term (3 to 6 months) and then longer range 2-4 years. We will share these and collate them before the “retreat” of trustees in the New Year. We will also gather together ideas from staff in next action item.

➔ Action item: **Renee and staff** will begin brainstorming on where staff want to be in 3 months and then 2-4 years.

4) **Offer from patron to tile the strip the carpet duct-taped in front of circulation.**

Discussion about the feasibility of getting the tile flush with the existing carpet for our library users who might use walkers, wheelchairs, canes. David said because there is concrete underneath, he did not see how the tile would not be higher than the carpet. Issues of disturbing potentially hazardous materials like asbestos. Ed brought up his concerns about old VCTs, which should only be removed or disturbed by a professional with full protective equipment who is completely following Federal and State guidelines for asbestos removal.

➔ Action item: **Renee** will invite the patron to come to our next Board meeting in December to discuss this. **David** will come for that first item on the agenda as he knows the most about the building. . Renee will provide a copy of the Hazardous Materials Assessment that was conducted in the library for board to review.

5) **Outreach to Florence.**

➔ Action item: **Renee** will work with the junior/senior high school librarian in Florence to do a massive library card drive. She will also arrange for a rotating deposit collection of popular young adult materials to be shared with Florence schools. We will pursue the possibility of extending our library district into Florence (mill levy that would furnish us more funds as part of the population of Florence does not pay to Missoula or us).

The remaining items on the agenda will be put on December’s agenda as time ran out.

Meeting was adjourned at 4:48pm.