

# NORTH VALLEY PUBLIC LIBRARY

## **BOARD OF TRUSTEES MEETING AGENDA**

Wednesday, March 16, 2011, 4:30 p.m.

### Call to Order

1. Introduction of Guests
2. Report from the Friends (Beverly Helrich)
3. Approval of Minutes
4. Approval of finances

### Old Business

1. Fundraising ideas/direction
2. New Building planning – next steps (National Library Week April 10-16)
3. BTOP grant update
4. Board Excellence (addition to by-laws)

### New Business

1. MLA Paraprofessional of the Year Award – Amy Ling
2. Staff Certification (Sheryl Benskin and Carrie Anderson)
3. Appreciation of Bob Cooper
4. Current library building issues
5. Library cleaning service
6. Circulating DVDs for 14 days
7. Review of draft of Foundation documents
8. Review of bills at board meetings
9. Director's schedule
10. Recycling in the Root
11. ALTAFF membership?
12. Tracking board volunteer hours and donations

### Meeting Review

**Next board meeting: Wednesday, April 20, 4:30 p.m.**



North Valley Public Library  
Board Meeting  
16 March 2011

Members Present

John Conlan  
David Anderson  
Ann Marie Carbin  
Rita Faulkner

Guests Present

Renee McGrath  
Beverly Helrich  
Gayle Tom  
Jamison Starbuck

John Conlan called the meeting to order at 4:40 PM.

1. Introduction of guests made by John Conlan.
2. Beverly Helrich reported the Chocolates and Authors event was a success. \$1,100.00 received, with an additional \$300.00 from a benefactor. 600 raffle tickets were sold.
3. Approval of Minutes-  
Under New Business, 1. "Renee reports, due to pornography incident, she will make revisions on the Internet Use Policy." Renee McGrath suggested, 'A user has been ban from computer use within the library'. John asked for any other comments. None were offered. John made a motion to approve the minutes, Ann Marie seconded. Motion carried, with all members approving.
4. Approval of Finances-  
Renee questioned the liability insurances first payment, and thought this would cover the first 2 years. Rita will look into and get back with Renee. Ann Marie made a motion to approve the finances, with John seconding. Motion carried, with all members approving.

OLD BUSINESS

1. Renee stated that Grants, Events, were means of fundraising, and discussion on

whether the Capital Donor should be a sub-committee. And, should the library use a professional fundraiser; David, Ann Marie and Rita, voiced their approval for a professional. Rita will look into the normal percentage a professional charges, or if fees are by flat rate. John made a motion to allow the Fundraising Committee to develop a job description and recruitment of a professional fundraiser, David seconded. All members approving.

2. Community meetings with Ben Lloyd, possible dates, April 12 and 14th for the evenings, and possibly April 16th for a Saturday meeting.

3. BTOP grant update-Renee has hired, Seth Pullman for the position. He starts April 5th. On March 16th, Renee met BTOP coordinators.

4. John asked for feedback on the form, Board Excellence, and will try to finalize by April board meeting.

#### NEW BUSINESS

1. MLA Paraprofessional award went to Amy Ling. She will be honored at a formal event in Billings.

2. Renee reports that Sheryl Benskin and Carrie Anderson have received their certification and the bonus that accompanies it.

3. It was decided not to have a retirement party for Bob Cooper, since he wasn't specifically traveling to Stevensville.

4. There were questions in regard to the large amounts paid out on recent repairs, \$1,450 and \$503. It was discussed, reaching an agreement, that since the library will not be remodeled for quite some time, repairs still needed to be addressed without board approval.

5. Cleaning service was discussed, that staff should not be performing these duties.

6. Renee will change the check out time for DVD's from 28 days, down to 14 days.

7. The charges to acquire library foundation classification, for 501 c3, \$850, Secretary \$15, and if we want the library's old foundation paperwork \$10.

8. Because of the due date on some bills, it was decided to not bring the bills back into the board meetings for review and check signatures.

9. Renee requested 6 hours on Mondays to work on the development of the library web site. A motion was made by Ann Marie, seconded by David. Motion carried, with all

members approving.

10. Renee started, Recycling in the Root services, which provide 2 plastic recycle bins for \$14 a month, for library use only.

11. Renee will order the book for trustees from Altaff.

12. Renee will develop a form so board members can track their hours and donations.

With no other items to discuss, John made a motion to adjourn the meeting. David seconded. All members approving. Meeting adjourned at 7:50 PM.

Next board meeting, 20 April 2011.

Rita Faulkner for Ann Marie Carbin