

# NORTH VALLEY PUBLIC LIBRARY

BOARD OF TRUSTEES SPECIAL MEETING AGENDA  
MAY 9, 2012 2:30 P.M.

CALL TO ORDER AT 2:30 P.M.  
APPROVAL OF AGENDA  
INTRODUCTION OF GUESTS

1. MELISSA BANGS CONFERENCE CALL
2. BUDGET

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

North Valley Public Library  
Board of Trustees  
Special Business Meeting Minutes  
May 9, 2012

Members Present:

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

No Guests present.

CALL TO ORDER

John Conlan called the meeting to order at 2:31 P.M.

1. Approval of Agenda: John moved to approve the agenda as written and presented. David Anderson seconded. No further discussion. Motion carried with all members present approving.
2. We have a quorum.
3. No guests to introduce.

OLD BUSINESS

1. Melissa Bangs Conference Call:

A telephone conference was held with Melissa Bangs, John Conlan, Joanne Charbonneau, and Desiree Dramstad. Melissa has agreed to work with North Valley Library in the capital campaign.

Melissa has requested two pieces of information by May 24 to review:

1. The Feasibility Study  
It appears that much of this study can be done by us and the architect. John will check into the possibility of using some Inter-cap monies to have the architect prepare this document.
2. Preliminary questions to be presented to 4 – 6 libraries that have had successful capital campaigns.

After her review of our information, Melissa will schedule a meeting with the Board to discuss the findings. Minutes of this call will be available with the Fundraising Committee Minutes, and the 'To-Do' list compiled by Joanne after the conference call.

2. Budget:

Desiree passed out the updated Profit/Loss Budget vs Actual with estimates FY12-13 and the Board began reviewing line items Salaries & Wages (7200), Cleaning Services (7540), Cleaning Supplies (8110), Technology and Equipment (8260), and Professional Development (8540). After a lengthy discussion, the following recommendations have received a general consensus by the Board:

1. Salaries & Wages (7200): Salaries will remain as is for 6 months. In January 2013, we will review revenues and revisit the issue at that time. Criteria for increases were discussed.

The goal of the library is to provide the best services possible to meet the needs of the community. With that said, the FY12-13 budget does allow for an additional part-time (20hr/wk) Program Coordinator. It is felt this position is necessary in order to ascertain and provide those quality services.

The Board is aware of the ramifications to our excellent staff of this decision, and have discussed long and hard possible options in the current economic trends. It has been a difficult decision.

2. Cleaning Services (7540): After a lengthy discussion, the following was decided upon: Beginning July 2012 and for a trial period of 6 months, we will not hire out cleaning services. John has volunteered to vacuum the library, and we are asking Desiree to oversee the dusting and restrooms by volunteers and staff. This action will cut a substantial amount from the proposed 2012-13 budget.
  3. Supplies (8110): Desiree asked to increase the amount allotted for supplies. The Board agreed to an additional \$500.
  4. Technology and Equipment (8260): Desiree feels equipment needs are minimal for the upcoming year. This line item was decreased substantially. She will follow up with the leasing company for any concerns regarding the copier.
  5. Professional Development (8540): Though the Board recognizes Desiree has cut a substantial amount from Professional Development, it was the general consensus of the board to decrease the amount an additional amount of 633.80 bringing allotted amount to \$6,500.00 for FY12-13.
3. Salary Caps:  
Preliminary steps were agreed upon for identifying positions and salary ranges offered for those positions. Desiree will work on an amendment to the Personnel Policy. John will double check legality issues that may come up.

Notification of the meeting to ratify the proposed FY12-13 Budget (final ratification will take place after June's revenue is received) and position/salary range changes will be posted 2 weeks prior to the June 20 meeting of the Board for public question and comment. Information used by the Board in forming the positions and ranges will be made available.

4. Director's Evaluation Revisal:  
Joanne will email 3 samples of director evaluations to consider.

John moved to adjourn at 5:47 P.M. David seconded. No further discussion. Motion carried with all members approving.

The next meeting of the NVPL Board of Trustees will be held Wednesday, May 16, 2012 at 3:30 P.M.  
Review of the new Mission Statement will be on the agenda.

Respectfully submitted,

Gayle Tom  
Secretary