

# NORTH VALLEY PUBLIC LIBRARY

## Board of Trustees Meeting

Wednesday, August 31, 2016

3 p.m. Community Room

- Call to Order/Roll Call
- Public Comment
- Guests
  - ✚ Friends of the Library report – Beverly Helrich/Diana Griffin
    - Party for Beverly Wed Sept 28 at 4-6 (Open or Close)
- Approval of Minutes
  - ✚ July 13, 2016
- Finances
  - ✚ Statement of Revenue – Budget vs. Actual
  - ✚ Statement of Expenditure – Budget vs. Actual
  - ✚ Cash Report
- Unfinished Business
  - ✚ Insurance
  - ✚ Building – Drainage issue etc.
- New Business
  - ✚ Library Budget
  - ✚ Internet Safety Policy
  - ✚ Shop Local
  - ✚ Time/Day/Frequency of the Board Meetings
  - ✚ Election of Officers
  - ✚ Director Review
- 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, August 31st, 2016**  
3:00 p.m. in the NVPL Community Room  
Approved 10/19/16

Attending:

Joanne Charbonneau, Board chairperson  
Victoria Howell, Board Member  
Meghan Hanson, Board Member  
Kim Tiplady, Board Member  
Denise Ard, Library Director  
Diana Griffin, Guest  
Leon Therouex, Guest

The meeting was called to order by Joanne via phone at 3:04 p.m. Patricia Meakin was not in attendance.

Leon spoke as a member of the public about how well he thinks the current board is functioning, in particular showing concern for staff members. He said he is surprised that more of the general public don't show up at the trustee's meetings. Joanne said usually people don't come unless there something on the agenda.

Diana Griffon is the new president of Friends of the Library. Diana is looking forward to an interesting first year. Joanne suggested a get together when she gets back into town. Friends of the Library paid for art display panels so the library can host art shows in the community room.

The library board and staff are throwing a going-away party for Beverly Helrich, celebrating her many years of service as President of the Friend of the library. Denise asked if the library could close early on September 28<sup>th</sup> so working staff could attend. Joanne and the board agreed that would be fine. The library will have it well posted so the public have plenty of notice. The signage will also invite the public to her party.

Approval of minutes: Victoria moved to approve the minutes from the last meeting, Joanne seconded. Minutes approved unanimously.

Financial Report: Reviewing the end of the year financial reports, Denise reminded the Board that the additional funds in the library depreciation fund were from donations from Farmer's State Bank and other private sources, and went for accessible doors and doors with egress. July 1<sup>st</sup> started a new fiscal year. State aid and Tamarack money just came in but it will not be reflected until next month's financial report. Joanne moved to approve the financial report, Kim seconded. The motion was unanimously approved.

New Library budget: Denise explained the highlighted numbers in the budget are updates from the preliminary budget. A cushion was put in the budget for staff usage; for vacation, sick pay,

substituting and FICA, etc. The library cannot go over budget per fund and Joanne does not want to do budget revisions as the year goes by which makes cushions smart budgeting.

There is an increase in the expenditures budget for software and hardware cost increases. Telecommunications budget was raised but probably won't go over. Courier service for the crates will go up as they will start charging for five days instead of four. The accounting and auditing budget went way up because the MPERA online reporting is more time intensive, taking a lot more accounting hours. There was some savings on insurance by switching companies. County election roles went down so that estimated fee went down as well.

Victoria moved to approve the new budget, Kim seconded. Some discussion but all were agreed. The budget passed unanimously.

Unfinished business: Liability and building insurance was approved last month. More discussion about building maintenance. The upstairs dormer windows have been sealed and painted, the leaking back corner of the cellar has been repaired and sealed. There is still the issue of solving the drainage in the back parking lot. The board decided that someone, possibly Meghan, will do an on-sight assessment over the winter, watch, take pictures, research and then decide what and how to do a permanent fix in the spring. Meghan and Denise will liaison with different specialist to get different options.

The bathroom floor has a crack that is sprouting grass. Meghan suggested killing the grass, sealing it with caulk from the inside and then next year attack it from the outside. The same will happen with the crack in the staff room floor.

Denise will ask Donna Bainbridge if she knows anyone who can help permanently seal and then plant the window trough in front of the community room.

New Business: The Internet Safety Policy was reviewed. The existing policy covers what the law requires and the library is in compliance so the board reapproved it. Joanne moved to keep the current policy, Meghan seconded. The motion unanimously passed.

There was some discussion about a philosophy statement to encourage shopping local as a first consideration, if and when items are available. Joanne and Denise will craft a statement to add to the policy.

The board discussed changing their meeting time to make attending more convenient. One idea is to not have a meeting in August or December for schedule flexibility. The board meetings will now be every third Wednesday of the month at 3:00 for October and November, possibly have a party in December.

Election of Officers: Joanne is willing to stay on as chairman until she steps down in the next year. Victoria will stay as vice-chairman. Kim volunteered to be secretary. Meghan motioned to accept the officers, Kim seconded. All approved. Board members were asked to think about a new trustee soon. Consensus is to have a man on the board for better balance.

The board asked Joanne to follow up with Patricia Meakin to find out if there is a difficulty since she missed the July and August meetings without advance notice.

Director's Review: Joanne and Denise will tinker together and come up with an instrument of evaluation. Other board members will send their ideas to Joanne. Denise will ask staff at the staff meeting if they feel the need to be able to touch base with the board. This discussion was tabled for now.

Meeting was adjourned at 5:09 p.m.

Minutes by Pam Morris