

# North Valley Public Library Board of Trustees Meeting

Wednesday, May 13, 2015

3:00 p.m. Library's Community Meeting Room

- Call to Order/Roll Call
- Public Comment
- Guests
  - Friends of the Library report – Beverly Helrich
- Approval of Minutes
- Approval of Finances
  - Cash Report
  - Statement of Expenditure – Budget vs. Actual
  - Statement of Revenue – Budget vs. Actual
- Director's Report
- New Business
  - Director Annual Review - Performance & Salary – **CLOSED SESSION**
  - Bank Signatures
  - Creamery Picnic – Suggestion from Patricia
  - Montana Library Association, Missoula, April, 2016 – Closing the library so all staff can attend (Thu.-Fri.)
  - Public Library Standards Checklist
- Unfinished Business
  - Strategic Planning and 5 funding priorities for Foundation
  - Building Improvements
    - Doors: Handicapped accessible doors and safety exits
    - Asbestos Removal
    - Windows
    - Lighting
    - Landscaping
    - Other
- Adjournment

# North Valley Public Library Board of Trustees Meeting

## FINAL AND APPROVED

Wednesday, May 13, 2015  
3:00 p.m. Library Community Room

### Attending:

Joanne A. Charbonneau, Chair  
Toba Winston, Board member  
Patricia Meakin, Board member  
Victoria Howell, Board member  
Denise Ard, Library Director  
Bev Heinrich, Friends of the Library

Guest: Leon Theroux

Alan Sponberg was absent.

Meeting called to order at 3:06 p.m.

No public comment.

Friends of the Library Report: The Friends will buy a new brass clock for the community room. The April book sale had a disappointing turn out but Friends made \$345.00 in sales. Their next Lunch and Learn program in June will feature guest speaker, Dale Burk. The next book sale will be August 7 & 8<sup>th</sup> in conjunction with the Creamery Picnic.

Approval of Minutes: The minutes of March 11 board meeting were approved.

Financial Report: There is money still in the budget. The program One Call came in \$427.90 over budget which means a lot more patrons are putting items on hold. Next year's budget will need to include the increase in cost for Workers Comp, One Call and Liability Insurance. Mary has not spent money from a USDA Forest Service grant for programs yet; she has until December to use it.

The library received a \$10,747.80 levy check. The next one, coming in June or July, should be bigger. The library has spent 76% of this year's budget. More came in from fines and fees than anticipated. The library no longer has a fax machine, the cost of the dedicated phone line was prohibitive. Instead, documents and photos can be scanned and sent through email from the copy machine. When looking at the statistics formatted by the State Library, Patricia had a question about capital expenditures, specifically what money buys items aside from the collection. Denise explained the library never had a depreciation fund before but she has added an expenditures category for next year's budget.

Joanne moved to approve the finances, Toba seconded, unanimous approval.

Director's Report: Richard, Tammie and Jose from the Library Foundation would like fundraising priorities defined by the board in order to begin raising money. Denise will be a liaison and provide the foundation meeting minutes if board members want them.

Friends have offered money to purchase 4 wingback chairs and study tables as well as a coffee table for the community room. Patricia and Toba will shop for these items.

Colleen Miller has told Denise she will put together a presentation on lighting upgrade possibilities. Patricia is also looking into the NorthWestern Energy grant for helping with the upgrade. Patricia will now be the grant co-coordinator. She will keep people in the loop with a running record on which grants have been applied for, which the library received and which ones they did not.

New Business:

Director's Evaluation: The board meeting was briefly closed to the public for the director's evaluation.

Director's Salary Increase: Upon reopening the meeting, Joanne motioned to increase Denise Ard's salary. Patricia seconded. Joanne stated the reasons were Denise's years of experience and to make her salary comparable to directors of other libraries. This will be a one-time increase beginning July 1, 2015. The board feels she is doing an extraordinary job. The motion passed with unanimous approval. Alan Sponberg also approved by proxy.

Employee Pay Increases: Victoria said she would like the board to discuss raising the wages of all library employees currently making minimum wage, perhaps a 1.7% cost of living raise. Patricia will find out what the living wage is and give the information to Denise for next year's budget planning. If the budget supports a wage increase, a decision will be made.

Bank Signature Cards: Denise wrote a letter to Farmers State Bank stating that new board member, Patricia Meakin, can now sign checks. Carrie Anderson and Ed Harrison will no longer be signing checks. The letter was signed by Denise and Joanne. The entire board needs to go to the bank and renew their signature cards.

Creamery Picnic: For the Creamery Picnic parade, Denise suggested that instead of a float she and Kim Gibbs will walk in the parade as a pirate ship (Kim) and a giant book (Denise). Pam is doing the art for the project. Patricia suggested perhaps a children's area, sponsored by the library, for games with balloons and foam noodles at the Creamery. Myrna Rodriguez has said she and her family will put in volunteer hours. No decision was made about who would organize this. Bev said the Friends will help out with cost. This year's Creamery Picnic is August 7<sup>th</sup>-8<sup>th</sup>.

MLA 2016 Meeting: The Montana Library Association meeting will be in Missoula next

April. Denise brought up the possibility of all staff being able to attend. The board is hesitant to close the library completely, and not for two days, though they agree on the benefits of staff attending. Some options were discussed. The discussion was tabled until later.

Public library Standards Checklist: The board needs to review the Collection Development policy and look at the annual statistics as a State Library requirement. Comparative statistics with other libraries are not always relevant because they sometimes report different parameters in the stats and are of varied sizes. Some libraries have tasks done by the county or health care that are funded from the county budget. The North Valley Library service area is the Stevensville and Lone Rock school districts. Joanne approved and signed a copy of the standards.

Project Priorities for Foundation: After some discussion about strategic planning, the board listed priority projects and ideas for Foundation fund-raising:

1. Storyline
2. Supporting the floor under the Rasmussen building. Getting an engineer to put in supports under the part of the library that has a basement
3. Level the floor afterwards
4. New carpet
5. New lighting

Building Improvements: Other items can be funded from the Library Depreciation Fund. The list includes asbestos abatement and improvement of the staff room. A plumber must come in to hook up a sink. The room also needs insulation, drywall, plumbing, draining.

Doing the children's room asbestos abatement has to wait for the fall because of upcoming summer kid's programs.

Victoria motioned to spend the money from the Library Depreciation Fund on some of the improvements. Joanne seconded. The motion passed. Immediate projects will be new double paned windows for the community room and a sliding glass divider between Denise's office and the circulation desk. Joanne moved to accept Montana Glass for doing the two windows. Patricia seconded. Unanimous.

There was much discussion about landscaping the back parking lot. Denise will ask Nature's Enhancement about the value and cost of using weed barrier cloth and make sure they understand the grading must be away from the building. Victoria and Denise will meet with Nature's Enhancement to clarify and modify details. Joanne motioned to accept Nature's Enhancement. Victoria seconded. Motion carried.

Joanne motioned to have Abatement Contractors of Montana come and test the community room and Montana room for asbestos as soon as possible. Victoria seconded. Motion passed.

Colleen Miller will present a lighting plan to the board at the June meeting. The board

needs a quote for fixtures, ballasts and Patricia will figure out what kind of rebates per fixture according to NorthWestern Energy's list. Joanne suggested the Library Foundation be asked to come since the Foundation is being asked to raise money for the lighting project.

The board wants to do something for Ed to thank him for his service. Bev will ask Colleen's advice. Patricia would like to make it a tradition to recognize board members and long time volunteers for their service.

Victoria moved the library cover the balance beyond what the \$2,000 grant provides for the purchase and installation of the new push exit back doors. Joanne seconded. The motion passed.

Meeting adjourned at 5:53 p.m.

*Minutes by Pam Morris*