

NORTH VALLEY PUBLIC LIBRARY

BOARD OF TRUSTEES SPECIAL MEETING AGENDA
JANUARY 26, 2012 9:00 A.M.

CALL TO ORDER AT 9:00 A.M.
APPROVAL OF AGENDA

OLD BUSINESS

1. PERSONNEL POLICY
2. FUNDRAISING

NEW BUSINESS

1. BUDGET
2. TRUSTEE VACANCY

NEXT BOARD MEETING: FEBRUARY 15, 2012 AT 5:00 P.M.

North Valley Public Library
Board of Trustees
Special Meeting Minutes
January 26, 2012

Members Present:

David Anderson – Trustee, entered at 9:30 A.M.

Joanne Charbonneau - Trustee

John Conlan – Board Chair

Gayle Tom – Trustee

Guests:

Desiree Dramstad, Library Director

CALL TO ORDER

John Conlan called the special board meeting to order at 9:00 A.M.

1. John moved to amend the agenda. Adding under New Business; #3 Discussion for date/time to meet with the architect, Ben Lloyd of Comma-Q, and contractor, Steve Conway of Martel Construction. Joanne Charbonneau seconded. Motion carried, with all members present approving.
2. We do have a quorum.

OLD BUSINESS

1. Policies Review
 - a. Equal Opportunity Employment: The board reviewed Missoula County's and State's equal opportunity employment statements and decided that since we follow the state's library law, we will use the state's example.
 - b. Employment of Relatives: 'OR PARTNER', will be added to the definition of 'Immediate family' and will be read as such: "Immediate family" shall be defined as spouse or partner, children, mother, father, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister, brother, brother-in-law, sister-in-law, grandparents and grandchildren. The board reserves the right to consider others as immediate family.
 - c. Leaves/Holidays: It was decided to strike General Election Day (1st Tuesday in November, even-numbered years) as a holiday in order to be available to serve our patrons.
 - d. Full-time employees: The following changes were made:
Full-time employees shall be entitled to a ~~scheduled~~ day off with pay FOR LEGAL HOLIDAYS THAT ARE OBSERVED ON A REGULARLY SCHEDULED WORK DAY.
~~Such employees not scheduled to work on the day the holiday is observed shall be entitled to receive time off with regular pay on the day preceding the holiday or within the two calendar weeks following the holiday or with special arrangements, all as approved by the library director.~~
 - e. Part-time employees: The following changes were made:
Part-time employees shall be entitled to time off with pay ~~for the regular hours employees are scheduled on the day the holiday is observed~~ FOR LEGAL HOLIDAYS THAT ARE OBSERVED ON A REGULARLY SCHEDULED WORK DAY.

~~Such employees not scheduled to work on the day the holiday is observed shall be entitled to receive prorated time off with regular pay on the day preceding the holiday or within the two calendar weeks following the holiday or with special arrangements, all as approved by the library director.~~

Please note: Only persons scheduled to work on a Monday in which a holiday occurs will receive pay/compensation for said holiday.

Looking ahead:

2015: Fourth of July falls on a Saturday. The State will observe July 3 as the holiday. We will just be closed on Saturday.

2016: Christmas is on Monday. We will discuss at a later date.

- f. Sick Leave: ' OR PARTNER' will be added to the definition of 'Immediate family" and will be read as such, "Immediate family is defined as spouse or partner, children, mother, father..." Also added: THE BOARD RESERVE THE RIGHT TO CONSIDER OTHERS AS IMMEDIATE FAMILY.
- g. Bereavement Leave was added:
When a death occurs in an employee's immediate family, employees may take up to three days off with pay to attend the funeral or make funeral arrangements.

"Immediate family" shall be defined as spouse or partner, children, mother, father, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister, brother, brother-in-law, sister-in-law, grandparents and grandchildren. The board reserves the right to consider others as immediate family.

This policy will be placed between the vacation policy and the sick leave policy.

ACTION ITEM: Desiree will email formal wording of Bereavement Leave policy to us.

Joanne moved to approve the Personnel Policy Manual as amended. David seconded. No further discussion. Motion carried, with all members present approving.

2. Fundraising

John called Stephanie Mapelli regarding her possible interest as a consultant and/or professional fundraiser for the library. She is not interested in being consultant due to possible conflict of interest, but is interested in the professional fundraising position.

John also contacted Melissa Bangs of Melissa Bangs Consulting in Missoula. We will find a date/time to meet with her for a consulting session for approximately 2 hours.

ACTION ITEM: John will set an appointment with Melissa Bangs to meet with the board.

- a. Consulting Session : Items to include in discussion:
 - 'Type' of fundraiser
 - Hourly vs commission

- How fundraising works
- How to contact local big donors
- Type of audit needed
- What we need fundraiser to do
- Her possible interest in the position

b. Paying for Professional Fundraiser. Discussion of possibilities.

ACTION ITEM: John will contact INTERCAP regarding using Phase I funds to do so.

NEW BUSINESS

1. Budget: We will begin with February's meeting to review the 2012-2013 Budget looking for ways to decrease the overall budget by ~ 5%, secondary to decreased revenues this year.

We will also meet ½ hour earlier than the regularly scheduled board meeting time to dedicate to budget discussion.

2. Trustee Vacancy: Discussion regarding possible candidates for the trustee vacancy. It was noted that the deadline for filing with the county in order to be placed on the ballot is February 23.
3. Meeting with Ben Lloyd of Comma-Q and Steve Conway of Martel Construction: Dates and times were discussed for a meeting with Ben and Steve in order to introduce those new to the library and to regroup for moving forward. As many as can attend from the different committees, staff, board, and interested community members will be invited to attend.

ACTION ITEM: John will contact Ben and Steve for available dates.

4. Upcoming dates to be aware of:
 John is out of town 01/29/12 – 01/05/12
 February 8, 1:00 P.M.
 February 15, 3:30 P.M. – Board Meeting, note time change
 February 23, 5:00 P.M. – Deadline for trustee filing with county
 Monday, February 27, 3:00 P.M. – Possible meeting with Ben and Steve

Meeting adjourned at 11:30 A.M.

The next meeting of the NVPL Board of Trustees will be Wednesday, February 8, at 1:00 P.M. to review trustee applications.

Respectfully Submitted,

Gayle Tom
 Secretary