

North Valley Public Library Board of Trustees Meeting

Wednesday, October 8, 2014

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

- Call to Order/Roll Call
- Public Comment
- Introduction of Guests
 - Beverly Helrich - Friends of the Library report
 - Leon Theroux - Building report
 - Madeline Levine – Foundation report
- Approval of Minutes
 - September 10, 2014
- Approval of Finances
 - Cash Report
 - Statement of Expenditure – Budget vs. Actual
 - Statement of Revenue – Budget vs. Actual
- Director's Report
- Unfinished Business
 - Deed report from Victoria
 - Building Improvements
 - ✚ Including HVAC report from Ed
 - Board retreat
- New Business
 - Stevi Foundation
 - Policies
 - ✚ Personnel Policy: Holiday closures
 - ✚ Meeting Room Policy
 - ✚ Capitalization Policy
- Adjournment

NEXT REGULARLY SCHEDULED BOARD MEETING: Wednesday, November 19, 2014 (Second Wed. of month)

Approved Minutes of October 8, 2014 Board Meeting

North Valley Public Library Board of Trustees Meeting

Wednesday, October 08, 2014

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

Attending:

Joanne A. Charbonneau, Chair

Alan Sponberg

Toba Winston

Victoria Howell

Denise Ard, Library Director

Absent: Ed Harrison

Guests: Leon Theroux, Madeline Levine

- Joanne called meeting to order at 3:05.
- No public comments.
- Approval of Minutes: Minutes of September 10 meeting approved after a grammatical change. Joanne motioned. Toba seconded.
- Approval of Finances:
The yearly Tamarack money came in. State Aid came in. Joanne moved for approval of financial reports. Alan seconded. Financial report approved.

Reports:

- Friends of the Library: Friends auctioned the chairs and made \$765.00.
- Building: Leon reported that the smoke alarms are all working. The speakers are up in Community Room. Some of the shelves are up.
- Foundation: Madeline reported that the brochures are done. The letterhead still to come. The current balance in the Foundation is \$1600.37. Madeline will be leaving the Foundation at the end of the year. The Foundation's legal documents still need a final edit before being re-filed. An attorney might be needed to double-check that the paperwork is in order.
- Mentioned Steve Owens from Deer Lodge who may possibly be a resource for a fundraiser.
- Director's Report: Still waiting for the owners of the building that houses the Stevi Cafe to fix the venting on the roof of the community room before the room can be painted. Board asked Denise to follow up with building inspector.

Unfinished Business:

- Building Improvements: Though Ed was not present, his recommendation was that the board draw up a detailed and complete list of specifications for the heating and air

upgrades to be given to the three companies to resubmit bids; this would ensure that all bids are for the same work.

Alan made a motion for Joanne to use Ed's information to create a list of these new specs, run it by Ed and Joanne's brother who is a contractor, then run it past the board members again and represent by fax to the three contractors: Anderson, Comfort Systems and 4G. They would have two weeks from the receipt of the fax to present a bid. Motion approved.

- Deed Report: from Victoria. In 2009, the town of Stevensville legally transferred ownership of the buildings to the Library District. The library district has sole authority over the property and it is legally recorded at the County Clerk and Records Office. Victoria will do a one page chronology of history of ownership and legal transfers of the building. Denise will post it on the website.
- Building Appraisal: Victoria met with Bruce Gould, a realtor, for an estimate of the value of the library property at \$275,000.00. Alan will get someone to do a second comprehensive commercial property analysis. This is a market analysis and estimate only.
- Board Retreat: No retreat at this time.

New Business:

- Stevi Foundation: Jan Perrin wants to reopen a conversation about partnering with the library. She wants to meet with the board. Joanne will call Jan Perrin about the board actively looking at property for a new library.
- Personnel Policy: Victoria motioned to close library at one o'clock on Christmas Eve. Joanne seconded. Motion passed.
- Meeting room policies:
 - 1) Joanne motioned, Victoria seconded, motion approved to strike section about requiring groups using community room to pay a percentage of proceeds from sales
 - 2) Victoria motioned to make the alcohol policy consistent with the *Respect for Users, Staff and Library Property* policy which says, "The library may host special events during which alcohol is served with advance approval of the library board and director." Seconded and passed.
 - 3) Discussion on revising the community room policy so usage is fair. Denise will acquire the meeting room policies from Bitterroot and Missoula libraries. More information will be gathered and the policy will be discussed next month.
 - 4) Community room is available for booking through November 12th. Will revisit at next board meeting when renovations will start and how much further out to book the room.
- Capitalization policy: Joanne moved to approve. Toba seconded. Passed.

Meeting adjourned at 5:40 p.m.

Minutes by Pam Morris