

NORTH VALLEY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA
NOVEMBER 21, 2012 3:30 P.M.

CALL TO ORDER AT 3:30 P.M.
APPROVAL OF AGENDA
INTRODUCTION OF GUESTS
APPROVAL OF MINUTES FROM SEPTEMBER 18, 2012
FINANCIAL REPORTS
REPORT FROM FRIENDS OF THE LIBRARY

OLD BUSINESS

1. TRAINING POLICY
2. HOURS OF OPERATION
3. STORYLINE
4. FOOD FOR THOUGHT CONTINUED

NEW BUSINESS

1. KRIS KOMAR PROPOSAL
2. SICK POOL POLICY
3. TRUSTEE TRAINING RECAP

NEXT BOARD MEETING: DECEMBER 19, 2012 3:30 P.M.

North Valley Public Library
Board of Trustees
Meeting Minutes
November 21, 2012

Members Present:

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

David Anderson is excused.

Guest:

Beverly Helrich, Friends of the Library
Kris Komar
Marirose Kuhlman
Leon Theroux

CALL TO ORDER

John Conlan called the meeting to order at 3:35 pm

1. Approval of Agenda: Desiree Dramstad requested to add 3 items to New Business: Other Business – Maintenance Report by Leon Theroux and Director's Report. John moved to approve the agenda with these two additions. Joanne Charbonneau seconded. No further discussion. Motion carried with all members present approving.
2. We have a quorum.
3. John recognized guests: Kris Komar, Marirose Kuhlman, Beverly Helrich and Leon Theroux.

Public Comment: Marirose Kuhlman presented letter to the North Valley Library Board and Director dated October 19, 2012, requesting reconsideration of the new renewal policy - specifically the 5 books overdue limit and hence, being blocked from renewing them online.

4. Approval of Minutes: John moved to accept the minutes for the Board of Trustee Meeting dated October 12, 2012 with noted corrections given to Gayle Tom. Joanne seconded. No further discussion. Motion carried with all members present approving.
5. Financial Report: These continue to be a little cleaner each month since switching to the new software. Opening Balance, everything that happened during the month, and the Closing Balance is self-explanatory.
Eventually the lines 346071 through 346075 will go under the heading Patron Fees and Sales.
Under Expenses, Monthly Variance, Wages/benefits ran high because there were 3 pay periods in October. This will balance out later.
Under BTOP Payroll Expenses, nothing is budgeted. This will be corrected next month.
Line 141 Unemployment, this will be budgeted on its own the next time we do a budget.
Supply and Maintenance reflects the purchase of the vacuum.
Utilities are now listed separately.

CALL TO ORDER cont.

5. Financial Report, cont.

Page 2 under Technology & Equipment and Travel – these show negative balances. During conversion, they were moved to incorrect lines. When correcting them, they came out as negative balances. This will be corrected by next month.

41800 Montana Shared Catalog – The money is available and the Board has the option of approving to add them at this time or let it ride until next year's budget is made. The money will still be available, just not shown as object codes MSC and OCLC fees.

Collection expenses are separated to show how much money is spent in each category.

November's Statement should look pretty well.

John moved to approve the financial report as prepared and presented with account 418000 reflecting addition of object codes for that account to signify MSC annual fee and OCLC annual fee. Ed seconded. No further discussion. Motion carried with all members present approving.

6. Report by Beverly Helrich, Friends of the Library:

The Book Sale in November and other donations generated \$407.00. Many people attended and many books were taken. The Friends will participate in December's First Friday with a craft show, hot apple cider, gingerbread, etc. They will be open from 5PM to 7PM.

OLD BUSINESS

1. Training Policy

Desiree presented the draft for a training policy to be included in the library's staff manual. Following discussion, wording for Training programs attendance, Paragraph 3, was changed to read as follows: *Attendance at training programs during work hours and/or where expense reimbursement is expected must be pre-approved by the library director.*

Wording for Montana State Library Certification, second sentence, was changed to read as follows: *The Board of Trustees shall award an incentive payment, to be determined by the Board, to staff for initial certification.*

Joanne moved to accept the training policy document with noted changes to be effective December 1, 2012. Ed Harrison seconded. No further discussion. Motion carried with all members present approving.

2. Hours of Operation

Desiree presented financial information requested last month regarding additional costs of being open on Mondays. Projected increases are as follows: Staffing - \$175.35, Utilities - \$494.12, with a projected 2013-14 fiscal year amount of \$988.24. Due to staffing issues, Desiree requested Hours of Operation changes go into effect December 3, 2012, allowing staff to have Christmas Eve off.

John moved to accept Hours of Operation as presented to go into effect December 3, 2012. Discussion ensued. Motion carried to accept with the implication of Christmas Eve as well as Christmas off with all members present approving.

OLD BUSINESS cont.

3. Storyline

November 22, Desiree was notified that Rapp Family Foundation has awarded the library with a grant for \$2,500 for books specifically for the Storyline project.

John and Desiree have presented Bitterroot Motors with a van request which was presented at the General Manager's meeting. We will wait until we hear from Bitterroot Motors before approaching other potential van donors and/or the \$20,000 Howe Trust

4. Food for Thought

Joanne suggested with table her Food for Thought presented at October's meeting because of time restraints.

ACTION ITEM: Desiree will add to December's agenda.

NEW BUSINESS

1. Kris Komar Proposal

Kris presented Phase 1 of her proposal which spelled out the following areas: Collaborative Community Revision, Initial Major Funder Research, Case Statement, Recommendations for Next Steps, Methodology, Timeline, Fees & Terms, Personnel, and Contact Information with 'Deliverables.' After a brief review and discussion these different areas, it was deemed advantageous to regroup at a later date with Kris when the Board has had a chance to review the proposal and/or ask questions. This meeting will be held December 5 at 3:30 PM in the Community Room. Karen Powers and the Fund Raising Committee will be invited to attend this meeting as well.

2. Sick Pool Policy

Desiree has researched and created a Sick Pool Policy for North Valley Public Library. She noted that Black Mountain software contains a function to implement this policy. After a brief discussion Joanne moved to accept the new Sick Leave Pool Policy effective December 1, 2012. John seconded. No further comment. Motion carried with all members present approving.

3. Trustee Training Recap

Ed presented a brief review of the MSL training he and John attended in Missoula November 3, 2012. Following, Gayle Tom presented a brief review of the online trustee training she participated in November 7, 2012.

4. Other Business

A. Building Maintenance: Leon Theroux reviewed maintenance items he has completed around the library. As of the first of November, all smoke alarms have had new batteries installed in them, all the lights are working, and all the toilets are functioning correctly.

Thank you, Leon, for your work around the Library. It is much appreciated.

5. Building Insulation: The need for insulation upstairs was discussed with the hope that this would lower the library's heating bill. There is potential that Northwest Energy would come out to look at the facility and we could possibly apply for a grant to help pay for insulation.

ACTION ITEM: John will contact Northwest Energy.

6. Director's Report

- A. Rapp Family Foundation. October 25 Desiree's grant application to the Rapp Family Foundation was approved giving \$2,500 to the Storyline project.
- B. Red Cross Blood Drive October 25 was successful with a total of 17 units collected. Another drive will be scheduled for next October.
- C. Cribbage Tournament held on November 10 was a success. Eighteen people played at Blacksmith Brewery for about five hours. The library made \$382. Several participants expressed interest in doing it again. Desiree thought possibly next year at The Creamery Picnic.
- E. Montana Shared Catalog Executive Committee. Desiree has been nominated to serve as "Member at Large – West. If elected, she will attend bimonthly teleconferences and three face-to-face meetings. This committee makes policy and bi-law recommendations, and long-term strategies for the MSC.
- F. MSC OCLC Webscale Management Services Advisory Group. Desiree has been chosen to assist with testing a new product from OCLC that may replace MSC's existing integrated library system.
- G. MLA Conference 2013. The Montana librarians who attended the Risk and Reward conference in Telluride in which Desiree participated, will be presenting a scaled-down version of this three-day as a full-day preconference in April.
- H. Insurance. The premium on the library's commercial property liability policy increased from \$2,639 to \$2,781.

John moved to adjourn at 5:39 pm. Joanne seconded. No further discussion. Motion carried with all members present approving.

The next NVPL Board of Trustees meeting will be a special meeting to discuss Kris Komar's proposal on **Wednesday, December 5, 2012 at 3:30 pm** in the Community Room.

Respectfully submitted,

Gayle Tom
Secretary