

NORTH VALLEY PUBLIC LIBRARY

Board of Trustees Meeting

Wednesday, April 13, 2016

3 p.m. Montana Room

- Call to Order/Roll Call
- Public Comment
- Guests
 - ✚ Friends of the Library report – Beverly Helrich
- Approval of Minutes
 - ✚ March 9, 2016
- Finances
 - ✚ Statement of Revenue – Budget vs. Actual
 - ✚ Statement of Expenditure – Budget vs. Actual
 - ✚ Cash Report
- Old Business
 - ✚ Insurance report
- New Business
 - ✚ Collection Development Policy
 - ✚ Survey & Retreat
 - ✚ Budget priorities
- Adjournment

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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 April 13, 2016
3:00 p.m. in the NVPL Montana Room
Approved May 11, 2016

Attending:

Joanne Charbonneau, Board chairperson
Patricia Meakin, Board Member
Victoria Howell, Board Member
Meghan Hanson, Board Member
Kim Tiplady, Board Member
Denise Ard, Library Director
Leon Theroux, Guest
Beverly Helrich, Guest

Joanne called the meeting to order at 3:05 p.m. No public comment.

Friends of the Library: Friends President Bev Helrich reported that the spring book sale is April 22nd and 23rd. The Chocolate and Authors event made \$1,100.00. Mission sent \$100 as a thank you for using the Founder's theme for the party.

Minutes: Joanne moved to accept the minutes after several corrections, Patricia seconded. The minutes were approved.

Finances: Denise reported the finances look good, all spending is within budget parameters. Another large payment of mill levy revenue usually arrives in June, before the end of the fiscal year. The County sent a correction. They entered certain dollars as mill levy money instead of entitlement money. Denise fixed this in accounting software. Denise will change the budget expectations for the Friends for next year, since they directly pay many vendors.

Victoria made a motion to accept the official ending of The Storyline Program in May. Meghan seconded. The vote was unanimous. There will continue to be an early learning program with Kim Gibbs, but she will be contracted with the Foundation and not work for the library.

Patricia and Denise met with Laura Rummel from HUB International Mountain States about liability insurance. They went through the policy. Volunteers from Friends and the Foundation are not covered. For an additional \$50 dollars a year for each group, they can be added to the library policy. A volunteer working at a library sponsored event is covered by medical insurance but there are questions about whether board members are covered. The board has more questions and Patricia will talk with Laura again. Personal property and liability are a different policy than Workers Compensation insurance.

Patricia is also concerned about adequate building insurance coverage. Currently the building is insured for \$1.1 million and the contents are insured for \$878,000. Joanne suggested before the next budget, that the board get estimates for each of the insurance line items. Meghan got copies of the most recent CAD drawings of the building (which is just over 8,000 sq. feet). Patricia and Meghan will come up with a rough estimate on building, including the new renovations, and content insurance. Then Patricia will talk to Laura again about a new estimate, perhaps look at 2-2.5 million dollars in coverage. Content and computers would be included. The insurance would also have to cover hazardous materials and inspections should there be damage and rebuilding. A tentative budget will be on the agenda for the June meeting. The conclusion is that the library is currently under-insured. More discussion on this for the May meeting.

The board will hold an appreciation reception for Colleen Miller from 5:00-6:00 p.m. after the May 11th trustees meeting.

New Business: Denise presented an updated collection development policy. Victoria moved to accept the policy, Kim seconded. The motion passed unanimously.

A total of 270 survey results came in. The feedback was interesting and good to know. Patricia will compile the results and make a pie chart for the next trustees meeting.

Joanne would like a mini-retreat before the next meeting to discuss strategic planning and budget priorities for upcoming budget meetings. This retreat is scheduled for Tuesday, May 3rd, from 4:00-6:00 p.m. at the Stevensville Hotel.

The local fire chief, Branden Dewey, did a walk-through of the library with Denise and suggested we replace the smoke alarms with a fire alarm system. A new fire alarm system is estimated to cost \$2,400. For the time being the board decided on replacing the smoke alarms instead of installing a fire alarm system.

A new meeting time for trustee meetings is under consideration, starting in July. A time later in the afternoon would accommodate new board members more easily. This item will be on the June board meeting agenda.

Joanne adjourned at 4:20 p.m.

Minutes by Pam Morris