

# North Valley Public Library Board of Trustees Meeting

Wednesday, March 11, 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
  - Building report – Leon Theroux
- Approval of Minutes
- Approval of Finances
  - Cash Report
  - Statement of Expenditure – Budget vs. Actual
  - Statement of Revenue – Budget vs. Actual
- Director's Report
- Unfinished Business
  - Retreat
- New Business
  - Building issues
- Adjournment

# North Valley Public Library Board of Trustees Meeting

Wednesday, March 11, 2015

3:00 p.m. Library Community Room

## Attending:

Joanne A. Charbonneau, Chair

Toba Winston, Board member

Ed Harrison, Board member

Victoria Howell, Board member

Denise Ard, Library Director

Leon Theroux, Building and Grounds volunteer (RSVP)

Guest: Patricia Meakin

Meeting called to order 3:02 p.m.

Alan Sponberg was not present.

**Guest comments:** Patricia Meakin requested that money from the building fund be used to replace the carpet in the main part of the building and asked if the board to consider doing that.

**Friends Report:** Bev thanked everyone for the support and a great turnout for the Chocolate and Author's Party. She said it was the best attended Chocolate and Author's event so far and Friends grossed \$477.00. Bev also announced the Spring Book Sale will be April 10-11.

**Building Report:** Leon reported all bulbs and smoke alarms are good. Joanne went on record praising the wonderful painting Colleen has been doing to spruce up the library. The bathrooms in particular look really nice. She will send Colleen a thank you card. Joanne will ask Colleen about submitting the entire bill for the community room floor.

**Approval of Minutes:** Last month's Board meeting minutes were approved. Joanne motioned, Toba seconded.

**Financial Report:** Denise reported that the library is into the eighth month of the yearly budget and has spent 62% spent of the revenue. The carpet bill and Colleen's bill forthcoming. NVPL received a \$500 grant from Gilder Lehrman Institute of American History/Library of America for Civil War 150 programming and collections. Since the presenters did not want payment, NVPL used the majority of the money on collections (\$393.04). When NVPL receives a grant that goes toward collections that means at the end of the year it will show overspent based on what was budgeted on reports but it is not since we receive grants that were not budgeted. Joanne moved to approve the Financial Report, Toba seconded. The motion carried.

**Director's Report:** Victoria asked the mayor to look into the illegal dumping into our sump behind the library. Putting grease into the sump is bad because it clogs, plus whatever is put there is not treated and puts contaminants into the ground and eventually affects the river and ground water.

**Unfinished Business:** Joanne brought up the necessity of a Board retreat to set goals for the future, e.g. three years down the road, five years down the road, etc. but it was decided to first get staff and public input. The date for the retreat will be posted 48 hours in advance and open to the public, in compliance with Open Meeting laws Joanne asked Denise to solicit ideas from staff. There will be a survey for the community to present

ideas and priorities and there was talk of a focus group.

Toba mentioned a proposal to her book club about soliciting money for new carpet in the children's room.

Asbestos is an issue in the building and one that has to be considered when installing new carpet. When the old carpet is torn up, floor tiles that contain asbestos must be sealed in, not torn up. The priority is that no one be exposed to asbestos. Montana DEQ may fine us if the asbestos is not handled according to hazardous substance directives. Much discussion about the possibility of sealing mold and asbestos and if that is a viable option. Abatement Control of Missoula was here in 2010 and took random samples to check for asbestos. About a third of the samples taken proved to contain asbestos. Ed suggested asking them if they've ever been fined, what their record of asbestos containment is, etc. Toba will also talk to Pierce Flooring and see what they suggest.

More money is coming in through the mill levy and the state. E-rate will not cover telephone bills as it did in the past. The mill levy pulled in \$270,752.00. The county disperses the mill money, the Feds disperse Tamarack money. The library can count on the mill levy. Board asked Denise to clarify state entitlement funding and find out if it is stable year to year. The state library funds a big chunk of our shared catalogue and e-books. Currently the library receives \$23,000 from the state. Denise will look into the stability of legislative funding and the origination of the entitlement money.

The interest rate went up to 1.25% on the mortgage. As long as it's below 2%, is it more beneficial to use the money to upgrade than pay off mortgage. This is a more efficient use of limited funds. Victoria wants to focus on priorities with the building rather than paying off the mortgage. Ed reminded the board that paying off the mortgage leaves us with no money to do anything else. Joanne suggested that strategic planning is important because a direction is necessary, i.e. have we done enough now, should we go into fund raising, will we stay on the same path we've been going on? Strategic planning by the board is a must for the future.

The community room is finished and usable. Farmers State Bank is donating its used furniture to NVPL after the bank's renovation is complete.

"Toba agreed with Patricia about the front carpeting, that it needs replacing.

However, first, the floor needs more support from underneath to accommodate heavier shelves and books, and then it needs to be leveled before carpeting can be replaced. Joanne agreed with starting at the base level, get floors supported, leveled and then replace carpet in front."

Ed is still concerned about the electrical system and says it is a hodgepodge. Denise said three electricians looked at it and thought it was safe, except one electrician thought one breaker upstairs should be replaced. The other two disagreed.

Colleen discovered that water is leaking in from the dirt planter outside the community room. She is willing to take out dirt, seal and perhaps plastic liner and replant that bed as a donation.

Long range planning: Firstly, Denise get staff input, then Denise and Joanne will write a questionnaire for community, then board will have the retreat in early summer.

Further research is needed to get the grant for the front door upgrade and a NorthWestern Energy grant for new lighting. Denise will look into the latest in lighting for libraries now, if LED are better than incandescent lights and will save money.

Foundation project ideas that could be possible for near future fundraising: Lighting, floor leveling, and front carpeting.

**New Business:** The board thought that the suggestion to pave behind the library would

cause more problems. A suggestion was made that perhaps using gravel for half and ground cover on the rest and grading the ground towards the drain. Denise will call J-5 Grading for an estimate.

Victoria will get NorthWestern Energy grant information to Denise.

There was minimal discussion about upgrading the employee break room and getting a water fountain somewhere and perhaps an emergency eye-wash system. Denise will get a new, good vacuum.

Meeting adjourned 4:52 p.m.

*Respectfully submitted by Pam Morris*