

North Valley Public Library
Board of Trustees Meeting Agenda
Wednesday, April 23, 3-5 p.m.
(in the library's Community Meeting Room)

Call to Order

Introduction of Guests

Gary Mosser – Roof leak repair

Beverly Helrich - Report from the Friends of the Library

Madeline Levine - Report from the Library Foundation

Leon Theroux - Building report

Approval of Minutes

Approval of Finances

Old Business

Director's Report

Health Insurance Stipend

Vinyl Wraps for book drops

Façade

Director Search

New Business

FY2014-2015 Budget proposal

Tamarack Federation meeting May 16-17

Adjournment

**North Valley Public Library
Draft Minutes of 4-23-14 Meeting 3 pm**

Call to Order – The meeting was called to order at 3:06 pm by Chair Joanne Charbonneau.

Present: Boardmembers Joanne Charbonneau, Ed Harrison, Victoria Howell, Alan Sponberg, Toba Winston, Director Renee McGrath
Also present: Leon Theroux, Beverly Helrich

Introduction of Guests – no guests

It was noted that Gary Mosser would be arriving at the meeting later to make his report on the roof leak repairs.

Reports

Friends of NVPL - Beverly Helrich, president, reported that the Spring Cleanup on April 19 was successful. She also reported that Molly Hackett, Master Gardener, will be the speaker at the next Lunch and Learn on May 1 at 12 noon.

NVPL Foundation - Madeline Levine, chairman, was not able to attend the meeting. Joanne reported that the Foundation's Form 990-N has been submitted to IRS.

Building - Leon Theroux reported that all smoke alarms are in working order. Furnace filters have been changed. Cleanup day went well. Leon recommended that the furnace be professionally cleaned in the fall.

Approval of Minutes

Minutes of March 19 regular meeting, March 28 special meeting and April 13 special meeting were approved with minor corrections.

Recording of meetings was discussed. The board unanimously approved a motion to buy a digital recorder to record meetings. Meeting notes are taken by board members in rotation and after a first draft of minutes is submitted, the recorder will be left at the library for use at the next meeting.

Approval of Finances

Complete financial reports were provided by Director McGrath.

Recap for period ending 3/31/14

| | |
|----------------------|--------------|
| Beginning Balance | \$291,720.70 |
| Ending Cash Balance: | \$296,371.89 |
| March Revenues | 17,698.71 |

| | | |
|--------------------|--------------|------------------------------------|
| March Expenditures | 19,578.85 | |
| Revenues YTD | \$195,857.59 | Revenues YTD @ 66% of Budgeted |
| Expenditures YTD | \$205,758.01 | Expenditures YTD @ 66% of Budgeted |

Director McGrath noted that some small adjustments had been made since the reports were generated and those corrections would be reflected in next month's reports. She noted that the Revenue and Expenses at this time should be at about 75% of budgeted. Ed asked about the county situation (treasurer's office failures). Director reported that the library district received a large payment of approximately \$145,000 in January and one or two smaller payments since then but they were estimated and the county has still not provided a true reconciliation. She also said she has requested that county tax payments to the library district be made by direct deposit rather than paper check.

Financial Reports were approved as presented.

Old Business

Director's Report – in board packets. There were no board comments on the Director's Report.

Health Insurance Stipend – The board continued its discussion of what to do next in light of changes brought about by ACA. The board unanimously approved contracting with Weber & Vanorio CPAs (Stevensville) to have them study the situation and make a recommendation on the best way to handle employee health care benefits going forward. Director McGrath was asked to contact the CPA firm.

Roof Leak Repairs – Gary Mosser of Gary Mosser Construction (Stevensville) was introduced to the board. He had made an assessment of the roof problems and reported on his findings. He said the roof seam appeared to be okay but ice damming as thick as 8 inches in some places was causing water to permeate the roof at the weakest points, eventually making its way into the interior of the building.

Gary estimated that to "demo out" the former bathroom that was damaged by water and mildew would take roughly 1 to 1-1/2 days of work. He would take out the walls, cap off the utilities and plumbing, and dispose of all the compromised materials. He gave a verbal estimate of \$450. Any "finish" work such as painting would be an additional cost.

Gary and Leon both recommended replacing the heat cable line (soffit gutter cable) on the roof to help prevent ice buildup in the future.

Regarding the exterior roof problem of hot grease blowing and dripping from the adjoining building on the north, Gary said the hot grease had burned right through the roof material. He said it would be pretty easy to install a trap that would catch the grease which could then be drained off and deposited in an appropriate spot but the property owners haven't done that.

After Gary left the meeting, the board continued discussion of roof issues. Director McGrath reported that the library's insurer will cover the interior repairs but not the exterior repairs. Ed suggested that prior to contracting with Gary Mosser, the board should get a complete itemized estimate, with and without the cosmetic finish work. Renee was directed to do so. The board unanimously approved authorizing Director McGrath to spend up to the amount of the insurance claim (approximately \$1500, according to director) for Gary Mosser to make the necessary repairs caused by the roof leaks.

The board also discussed the ongoing problem of the dripping grease from the Stevi Café that has made its way through the roof and along the interior wall in the community room. It was suggested that the board chair, the director, the mayor and the building inspector meet with the owners of the Stevi Café to discuss the situation.

Vinyl Wraps for Book Drops – Director McGrath obtained an estimate of \$730 per book drop to have vinyl wraps printed with camera-ready designs. After some discussion regarding the possibility of additional bids, the matter was postponed due to more pressing issues.

Façade – Joanne reported that she had submitted a grant request for \$1800 to the Stevensville Community Foundation for façade improvements. She is also going to get a bid on prep work that will be required before painting the front of the building. The board unanimously approved completing the façade improvements prior to the 2014 Creamery Picnic which is scheduled for the first weekend in August. Victoria agreed to contact Joan Prather at the Main Street office in an attempt to get digital copies of the façade improvement samples that the Design Committee developed.

Director Search – Joanne reported that Denise Ard has accepted the library's offer of the Director position. Ard has signed and returned the contract at a salary of \$41,600 (\$20/hour). Ard will be arriving in the area on May 14 and is expected to come into the library on May 15. She is tentatively scheduled to attend the Tamarack Federation meeting May 16-17 in Bigfork with Joanne.

New Business

FY 2014-2015 Budget Proposal – Director McGrath presented the first draft of the 2014-15 budget. After a quick overview and general comments by board members, the board agreed to share comments on the draft by email between now and the next board meeting and to discuss the proposed budget at the next meeting.

There was discussion on whether or not the wage-range cap should continue. This will be discussed in more depth at the next meeting.

Joanne stated that it is her desire that the board develop and implement a Strategic Plan for both the short and long term. She also said she is hoping for big things from the new director.

Tamarack Federation meeting May 16-17 – Joanne will attend with the new director.

Alan stated he will be absent from the June board meeting, and also possibly the July meeting, **as he will be teaching and travelling in Europe during that time.**

Adjournment – the meeting was adjourned at 5:30 pm.

Respectfully submitted by Victoria Howell