

# North Valley Public Library Board of Trustees Meeting

Wednesday, January 14, 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
  - ✚ December 10, 2014
- Approval of Finances
  - ✚ Cash Report
  - ✚ Statement of Expenditure – Budget vs. Actual
  - ✚ Statement of Revenue – Budget vs. Actual
- Director's Report
- New Business
  - ✚ Outsourcing payroll & opening an account at new bank for payroll
  - ✚ Bulletin Board and Donation Box Policy
  - ✚ Service Dogs and Therapy Dogs
  - ✚ Unlocking the door
  - ✚ Handyman work vs. licensed, bonded and insured
- Unfinished Business
  - ✚ Building
- Adjournment

# Final Draft - North Valley Public Library Board of Trustees

## Meeting

Wednesday, January 14, 2015

3:00 p.m. Library's Back Room

### Attending:

Joanne A. Charbonneau, Chair of Trustees

Ed Harrison, Trustee

Victoria Howell, Trustee

Alan Sponberg, Trustee

Denise Ard, Library Director

Bev Heinrich, Friends of the Library

Leon Thereaux, Building and Grounds volunteer (RSVP)

Guest: Patricia Meakan

Joanne called the meeting to order at 3:00 p.m.

No Public Comment.

Friends of the Library Report: Chocolate and Author's Party is Friday, February 20<sup>th</sup>. It is also the 20<sup>th</sup> anniversary of Friends of the Library. The theme this year is 20,000 Leagues under the Sea. The Raffle tickets will be \$1.00 each or six for \$5.00. There will be a raffle prize of \$125.00 gift certificate, two prizes of \$50 dollar gift certificates, Montana Chocolates and a basket of books. 50 flyers will go out and advertising will be in the Bitterroot Star and the Ravalli Republic. There is a \$5.00 donation at the door. Bev asked for permission to close the library at noon on February 20<sup>th</sup> and the board approved.

The Friends will host a wine and beer tasting possibly in February. Since the community room's capacity is 48, they may have it somewhere else. Some of the questions under discussion are how much to charge, whether to charge at the door and if the tasting is after 7:00 p.m. can it spill over into library.

Building Report: Leon reported that all smoke alarms are working, though about half are down in community room due to renovation. Trapper Creek Job Corp is working on the community room.

Last meeting minutes were approved.

Financial Report: Denise explained that the Cash Report reflects what is in the checking and saving's accounts. The library has received the first large levy disbursement of the fiscal year. The donation check from Jon Anderson has not yet been received. He had not yet decided to make the donation to the library or to the Foundation. Ed stated the importance of remembering the budget is a planning document open to the public so they can know and understand how their tax dollars are spent.

Joanne moved to accept finances. Alan seconded. The motion passed.

Director's Report: Denise was told by the Department of Administration that Budget Resolution's should only happen at the end of the year if a fund will be overspent. She also looked into health insurance for employees and did not find any affordable options.

For clarification within the budget, those employees who work more than 30 hours will get an additional \$400 per month. The board can adjust at their discretion.

Denise spoke with the Ravalli County Election Board about upcoming library board member openings. They said if there are more applications for the number of board member positions open, there will be an election. If applications only fill those available positions, an election is not necessary. There needs to be at least two applications into their office by the deadline of February 19<sup>th</sup> so the available positions can be filled. In that way a quorum is possible for the new board.

Victoria commented that she was surprised to learn that 4 employees make minimum wage. She personally feels employees working at the library should make more than minimum wage. Joanne opened discussion and Leon asked if the director's report is available for the public and it is.

Joanne moved to outsource the library's payroll. Ed seconded. Discussion opened. Denise proved that outsourcing will cost less and free both her and Carrie up for library business. The accounting firm of Junkermier, Clark, Campanella and Stevens where accountant Tammy Milligan works was chosen. The motion passed.

Payroll will continue with paper checks, not direct deposit, and stay with Farmer's State Bank. Denise suggested they open a separate account for payroll. Some discussion about direct deposit being more secure and paper checks easier to manipulate but Victoria suggested we stay the same, sticking with Farmer's State Bank and staying with paper checks and see how it goes. All agreed.

Bulletin Board and Donation box: Victoria moved to adopt the revised policy on what can be posted on the bulletin board. The motion carried.

Service and Therapy Dogs: The library must follow ADA regulations which states the dog doesn't have to wear a service vest or be on a leash. Employees can only ask two questions of the owner of the service dog: Is the dog trained as a service dog and what task is the dog trained to perform? Alan asked if the library policy can be more specific. The focus must be on patron safety but also encouraging access to the library for everyone. The policy does not include allowing therapy dogs in the library. Victoria moved to adopt the new policy Joanne wrote, which includes a caveat that the library director can use her discretion concerning situations involving a patron and service dogs. The motion passed.

Unlocking the door: Be sure to keep the doors of the community room unlocked for when it is occupied.

Handyman work: The library board agreed that the person doing repairs and construction must be bonded if the job is considered a major structural work, if the job is hazardous, if the job includes work with hazardous materials and if the job has to be inspected or is required by law to be performed by a licensed contractor. Additionally the quality of the work done is important.

Unfinished Business: Discussion about bids for an outdoor sign, 8' by 2'. Joanne moved to accept the Allegra Signs bid which was \$265.00 plus an additional \$150.00 for hanging (includes any preparation needed on the wall). Alan seconded. Victoria suggested getting a smaller sign made for the community room that matches. The motion was amended to include Allegra making a second sign as long as the cost is under \$400.00, with the same font and color and complimentary with the outside color scheme. The motion passed.

Since the wall around the old furnace in the children's room has been removed, additional construction is necessary to secure the bookshelf on the west side. Denise will ask Colleen about the wall behind the bookshelf and some lighting issues. Denise suggested the entire children's room be painted to match the new corner and Leon stated some prep work needs done to the walls, i.e. skim work and texturing, before the painting can be done. Denise has discretion to work with Colleen on this project.

Lights in the backroom where the Friends work are not working. Colleen suggested new ballasts and lights. Some discussion on the upgrading the lighting for the entire library. Colleen will research this for a future upgrade. The advantage to the upgrade is greater savings in energy costs and heat output. Victoria suggested the possibility of applying for a Northwest Energy grant. All agreed.

Joanne asked to hold off on a decision about carpeting in the community room until Toba brings in the Pierce Flooring bid that may include donated work for free. The old carpet and

under flooring needs tearing up first. A decision was made to wait until the painting is done (two weeks) and then get the bid from Pierce Flooring immediately so there will be no delay for opening the community room. Celestial Flooring's bid is \$1925.00 for carpet tiles, \$700.00 for labor on installation. The cost to tear up existing carpet and do dump runs is \$660.00. Floor prep would cost \$120.00 and the vinyl base is \$200.00 installed.

There was brief discussion about paving and fixing the parking lot behind the library. It was decided that Denise will get information about doing so.

The community room folding tables need replaced. Leon priced new 8 foot table's at \$75.00 a piece at Lowe's. He also found out that new ceiling tiles are \$6.00 a piece and that approximately 120 tiles are needed throughout the library and community room. Some discussion about using donated tiles and that before committing to painting the ceiling in the community room about 20 ceiling tiles should be replaced.

Alan followed up on questions about the statement from Anderson's Heating. The charge for enlarging the access door and a roof patch was in error and that the \$2000.00 extra on the statement was for the electrical work. The statement is now resolved. Some discussion on lack of heat in Denise's office and options. Jon Anderson can come back in to see what solutions are possible. Anderson is getting the donation checks in order.

Meeting adjourned at 5:15 p.m.

Minutes by Pam Morris.