

North Valley Public Library Board of Trustees Meeting

Wednesday, November 12, 2014

3:00 p.m. Library's Community Meeting Room

- Call to Order/Roll Call
- Public Comment
- Introduction of Guests
 - Beverly Helrich - Friends of the Library report
 - Leon Theroux - Building report
 - Madeline Levine – Foundation report
- Approval of Minutes
 - October 8, 2014
- Approval of Finances
 - Cash Report
 - Statement of Expenditure – Budget vs. Actual
 - Statement of Revenue – Budget vs. Actual
- Director's Report
- Unfinished Business
 -  Meeting Room Policy
 - Building Improvements
 -  Including HVAC
- New Business
 - Budget Amendments
 - Grant for Handicapped Doors
 - Board Bylaws – review and revisions
 - Staff holiday bonuses & pizza party
- Adjournment

NEXT REGULARLY SCHEDULED BOARD MEETING: Wednesday, December 10, 2014 (Second Wed. of month)

North Valley Public Library
Board of Trustees Meeting
Wednesday, November 12, 2014

Final and Approved Minutes

The meeting was called to order by Chair Joanne Charbonneau at 3 p.m.

Present: Trustees Joanne Charbonneau, Ed Harrison, Alan Sponberg, Toba Winston, Victoria Howell; Library Director Denise Ard

Guests: Beverly Helrich, Friends of Library; Leon Theroux, Building Maintenance

Reports

Friends of Library report by Bev Helrich

- Book Sale will be held November 21-23.
- Friends plan to contribute \$1500 toward Community Room improvements.
- Membership Tea was successful. Raffle brought in \$51

Building report by Leon Theroux

- All smoke alarm batteries have been replaced.
- Timers on outside lights have been reset.
- Two young adult DVD shelf spaces have been installed.
- Problem was reported with furnace located near Montana Room.
- Leon recommended yearly servicing of furnaces prior to onset of cold weather.

Library Foundation report by Toba Winston

- Meeting was held to discuss governance of Foundation.
- Brochures and letterheads have been printed.
- \$658.25 balance in Foundation treasury.

Approval of Minutes

- Minutes of 10/8/14 board meeting – Motion to approve by Joanne, unanimously approved as corrected.

Approval of Financial Reports

- Financial reports presented by Library Director. After slight adjustments, motion to approve by Joanne, approved unanimously.
- Following comments by Ed, chair will schedule a discussion of budgeted amounts versus actual amounts for sometime in the spring.

Director's Report

- Provided to board prior to meeting. No comments.

Unfinished Business

- Meeting Room Policy – After some discussion with no consensus on changes to policy, item was tabled.
- Building Improvements – Motion by Alan to accept HVAC bid of \$29,400 from Anderson's Plumbing, Heating & Air Conditioning subject to clarification of his offer to provide equipment he has on hand, unanimously approved.
– Victoria appointed as chair of subcommittee of whole to gather proposals for outside signage.

New Business

- Budget Amendments – Denise will draft a resolution to be presented at next board meeting to cover necessary budget amendments.
- Snow Removal – Board members and guests will research names of people or companies that could be contracted with for snow removal
- Grant for ADA compliant front doors – Library volunteer Donna Bainbridge has prepared a grant application to cover cost of installing automatic-opening front doors for improved accessibility.
- Employee Bonuses – Motion by Joanne to give Stevensville "Shop Local" gift certificates to all employees as a holiday gift, approved unanimously. Denise will provide Joanne with list of employees and their hours.
- Staff Pizza Party – Motion by Victoria to pay for holiday pizza party for staff, approved unanimously.

Announcements

- Food for Fines – Director announced that Food for Fines program will be held in December. Late fees will be waived when patrons bring in food items for Pantry Partners food bank.
- "Splendor on Main" – Victoria invited everyone to attend the "Splendor on Main" event hosted by Main Street Association on December 6 at Rocky Mountain Bank.

Meeting was adjourned shortly after 5 pm.

Respectfully submitted by Victoria Howell.