

NORTH VALLEY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA

Wednesday, April 20, 2011, 4:30 p.m.

Call to Order

1. Introduction of Guests
2. Report from the Friends (Beverly Helrich)
3. Approval of minutes
4. Approval of finances

Old Business

1. Board Excellence
2. Building Committee report
3. Report on public meeting regarding new building
4. BTOP update

New Business

1. Director's schedule
2. Americorps/VISTA positions
3. Bring your daughter to work day, April 28 (celebrated April 27)
4. Director's performance evaluation
5. Election of board officers in May or June
6. Function and role of board committees
7. Building renovation spokesperson / point of contact
8. Seattle fundraising workshop in May?
9. Bereavement leave?
10. Hiring an accountant?
11. Starting meetings later?

Meeting Review

Next board meeting: Wednesday, May 18, 4:30 p.m.

North Valley Public Library
Board Meeting
20 April 2011

Members Present

John Conlan
David Anderson
Ann Marie Carbin
Julia Bell
Rita Faulkner

Guests Present

Leon Theroux
Gayle Tom
Jamison Starbuck

John Conlan called the board meeting to order, 4:35 PM.

1. Introduction to guests, Leon Theroux, and the newly elected board members, Gayle Tom and Jamison Starbuck, their positions effective at the May 2011 Board meeting; while recognizing the outgoing board members, Ann Marie Carbin and Julia Bell, this being their last Board meeting to attend in official capacity.
2. Friends report by Rita for Beverly Helrich; Friends book sale netted \$705.00. The Lunch and Learn program will be tomorrow at 12 PM. The guest will be Molly Hackett, gardner.
3. No corrections or additions required to the minutes. John made a motion to approve, seconded by David. Motion carried.
4. Finances: Renee went over the finance budget. She noted that the first architect bill, August 2010, \$4,892.50 had been paid out of the building reserve account, because the INTERCAP loan had not been approved yet. John requested payment from INTERCAP for this amount in October, it was received, and now transferred back into the building reserve account.

Due to the Ravalli County transition of officers, the library was notified of an county overpayment to the library. John and Renee brought up, that the original amount the county paid was still in the account, even though John and Rita signed off on a refund back to the county. John and Renee to arrange a meeting with the county to sort this

out. Suggested Renee call Farmer's State Bank to see if they actually wired the money back to the county.

With no further discussion, John made a motion to approve the finances, Rita seconded. Motion carried.

OLD BUSINESS

1. John handed out a draft, Commitment to Board Excellence, asking the board members to review and be ready to adopt at the May meeting.
2. David reported the Building Committee met with Ryan Dunn, Steve Conway and Ben Lloyd for all to be kept informed. It is known, that the shell of the building will cost approximately \$2 million, and the contents are in addition to that amount. Itemized lists for contents will be done.
3. John provided a report on the public meeting held on April 12th in the Community Room, stating there had been good attendance, and he received comments on solar panels and parking. The Stevensville building inspector, Dennis Monroe, will be at the April 30th public meeting. Dennis is to be the primary person to decide on any possible parking requirements for the new library structure.
4. Renee reports Seth Pullman, the new computer engineer, has started his position; is eager to get the computers installed and start on his multitude of other tasks. For clarification, Renee explained that the library pays Seth, then the library is reimbursed by BTOP.

NEW BUSINESS

1. Directors schedule; Renee reports she is off this week. May and August her hours will be 9:30-3:30. For June and July, her hours will be 8-2.
2. Renee reports that Patricia Meakin's term ends in July 2011, and this is when the new VISTA person will start. The AmeriCorp person will help with assisting.
3. Renee will bring her daughter Lucy to work for the, Bring Your Child to Work Day, on April 28th, rather than the April 27th celebrated date.
4. John handed out the Directors evaluation form, asking if the board would rather take it home to complete. Members agreed. Board will meet again, 27th April 2011, at 5:30 to go over, then hand in for John to complete. The results to the Director will be directly after the May board meeting, during a closed session. All members agreed.
5. John reports the election of board member officers to take place at the May board

meeting.

6. Discussion of function and role of board members. No decisions required.

7. John is wanting to travel more, expressing concerns of the need to be back-up persons. More discussion to take place in upcoming board meetings.

8. John suggested he will go to the Seattle fundraising workshop, and will work with Renee on registering.

9. With all board members (and guests) discussing their point of view on bereavement leave, Renee suggested to add one when the personnel policy comes up for renewal.

10. Renee brought to the board, her concern for the need to have an accountant, at least quarterly. The board agreed, and Renee will contact Tana Doyle in Lolo as a starting point.

11. Effective 18 May 2011, the board meetings will start at 5 PM.

John asked for any other items to brought to the boards attention. No one having additional information, John spoke that Main Street Association received a \$500,000 sidewalk grant. This will update the older walks that still have driveways and uneven areas, as well as provide ADA access.

With no other items, John asked for a motion to adjourn the meeting. David made a motion to adjourn, Ann Marie seconded. Motion was carried. Meeting closed at 6:30 PM.

Next Board meeting, 18 May 2011.

Rita Faulkner for Ann Marie Carbin