

**Lavenia McCoy Public Library  
Pine River Public Library District  
Board of Trustees Meeting  
December 9, 2008**

Board Members Present: Lavenia McCoy, Don Magill and Valerie Borge. Also present was Donnalee Baxstrom the Library Director.

I. Call to order- Additions or deletions to the agenda

- ❖ Don called the meeting to order at 6:03 noting that the board had a quorum of board members present to conduct the meeting.
- ❖ The Bayfield Study Club requested was moved to the January meeting.

II. Approval of the Minutes and Treasurer's report

- A. Treasurer's report - Valerie reported that the library began November with \$299,520.51. The library received \$10,283.75 in receipts. The operating expenses were \$34967.66 with a capital expenditure of \$5869.72 leaving an ending operating account balance of \$268,966.88. The CD still stands at 1.5 million. Donnalee noted that the capital expenditure was used for the computers. Part replacement and part refresh of the library's computers. Lavenia made a motion to accept the treasurer's report. Don seconded the motion and all approved.
- B. Minutes - Valerie made a motion to accept the minutes as presented. Lavenia seconded the motion and all approved.

III. Communications from the audience - Jessie Martinez noted some correction that needed to be made to the October 29 minutes. Under agenda item IV. Information Items - end of 3rd paragraph: Don thanked Jessie Martinez for accepting to temporarily fill the vacancy on the board while Tim Telep is on leave. Page 4 - 2nd paragraph: Jessie Martinez, representing the Friends of the Library, said that the Friends asked that the \$6000 donated by them to be used specifically for a new reference center be returned since the library had not used it and did not plan to have a full reference center. Also on page 6 it should read, "The library offers its employees a salary adjustment for health insurance" not a reimbursement. The board agreed

with the corrections and asked to have them changed.

From the audience, Judy Gotthelf president of the Friends of the Library stated that they donated \$1000 worth of very nice children's books that library staff member Elizabeth vonTauffkirchen gave away with her children's program. The board thanked the Friends for their generous donation and continued help with the library. Don asked to have a thank you and sincere appreciation from the library put in the Pine River Times to the Friends of the Library for their generous donation.

#### IV. Information Items

Director's Report - Donnalee reported on the start of a new program on December 7 called "Food for Fines". Donnalee had included a press release within the boards' packet of information. Jenni Tencza noted that the release was in the Pine River Times last Friday. The board commended and thanked Jenni and the library for the "Food for Fines" program.

From the audience, Jessie Martinez asked about checking out flash drives from the library. Donnalee stated that the library has been checking out flash drives to patrons for about four or five months.

Donnalee also reported on the computer updates and replacements and other library maintenance.

#### V. Discussion Items

- A. Adjust tuition reimbursement - Donnalee presented to the board a replacement for the "Tuition reimbursement policy" with "Tuition payment policy". Donnalee asked that Under Eligibility is should read, " Application forms must be approved by the board" not the Director. The Board agreed with the changes. Don asked if this proposed policy could be approved at the next board meeting. Donnalee stated that she will check and see if the board needs to give a policy change a second reading and then approval at a follow up board meeting or could a policy change be approved at the next board meeting following only one reading. Donnalee stated that the library's attorney, Dirk Nelson, developed the legal contract with the Tuition Agreement contract. Valerie asked to have included a staff course

projection of the classes by semester that the staff member would be taking included with their application. It could be include under Allocation of Funds on the policy. Valerie asked to have included that funding is contingent on resources available. Donnalee stated that she would include that statement.

## VI. Action Items

- A. Adopt Budget - Valerie read Resolution No. 14-08. Donnalee stated that she had all the documents ready. Valerie recommended that we adopt the budget. Lavenia seconded the recommendation. Valerie noted that the salary adjustment has not been finalized but can be adjusted later. Valerie and Donnalee have been working on developing a full benefit pack with retirement but they are still working on it. Don asked for approval of Resolution No. 14-08 and all approved.
- B. Job description for MLS position - Don noted that the title should be Assistant Director/Librarian. Donnalee noted the addition of two bullets under Duties and Responsibilities. Assists with evaluation of staff and Assists with other administrative duties. The board agreed with the additional bullets. Valerie made a motion to accept the job description with the correction noted. Don seconded the motion and all approved.
- C. Hiring Process - Donnalee stated that with the help of Lee they had edited the hiring process that was noted at the last board meeting. Donnalee noted that under #10 on the last bullet it should read, " Based on ranking, subcommittee will choose which applicant receive personal invitations" instead of " which member receive perusal invitations" The board with the correction. Don noted that quotes should be around the word "person" under #12, Fourth bullet, iii which states " Contact in "person" candidates by phone. Lavenia made a motion to accept the Hiring New Employees Process Guidelines Librarian Positions with the corrections noted. Valerie seconded the motion and all approved. Don approved Donnalee starting the advertising for the position in January.
- D. Workshop - After much discussion, the date for the January workshop meeting concerning the Long Range Plan, the tech plan and adoption of the Children's goals, objectives and task to the LRP was set for January 10<sup>th</sup>

starting at 8am until 12pm.

VII. "To Do" List

❖ More discussion concerning the Bayfield Study Club's request

VIII. Don move to go into Executive Session for the purpose of discussing of a personal matter under C.R.S. Section 24-6-402(4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees. Valerie made a motion to accept the move to Executive Session. Lavenia seconded the motion and all approved.

VIII. Adjournment - Don called for adjournment after 8pm to the public meeting. The next board meeting will be held on January 8<sup>th</sup> at 6pm.