

**Lavenia McCoy Public Library
Pine River Public Library District
Board of Trustees Meeting
November 13, 2008**

Board Members Present: Lavenia McCoy, Don Magill and Valerie Borge.

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

- ❖ Don closed the Budget Hearing and called the meeting to order at 6:00 noting that the board had a quorum of board members present to conduct the meeting.
- ❖ Valerie noted that the Executive Session should be added to the agenda before adjournment of the meeting. The board agreed to add the Executive Session.
- ❖ Valerie also noted that Discussion Item A. Review preliminary budget should be renamed Adopt preliminary budget and moved to Action Items. The board agreed.

II. Approval of minutes and Treasurer's Report

- A. Treasurer's Report - Valerie reported that the library began October with \$353,123.84. The library received \$12367.95 in receipts. The operating expenses were \$55873.78 with a capital expenditure of \$10,097.50 leaving an ending operating account balance of \$299,520.51. The CD still stands at 1.5 million. Lavenia made a motion to approve the treasurer's report as presented. Don seconded the motion and all approved.
- B. Minutes - Don noted only grammatical correction of the minutes. Valerie made a motion to accepted the amend minutes. Lavenia seconded the motion and all approved.

III. Communications from the Audience - President of The Bayfield Study Club Paulette Geary stated that the study club founded the library in the 1930's. The Bayfield Study Club requested to have a permanent display case area for memorabilia of the library's history. They would be willing to donate a display case to be located in the reading room. They would also like to rename the reading room to the Bayfield Study Club Reading Room. The display case will contain a plaque noting all the founding members. The case

will also contain a display of the history of how the library was founded. The items will be rotated out ever three to four months. Don stated that the request will be turned over to the Library Director and staff for recommendation and then the request will be presented at the next board meeting under Action Items to be decided upon.

From the audience, Anne Schrier, secretary of the Bayfield Study Club, stated that 15 women began the planning for a public library back in the 1930's. The library was established in March of 1935. Anne stated that they know and appreciate the 40 years of devotion that Lavenia McCoy gave to the library but asked when the name change had been presented and some history of how the change came about. Valerie reported that about three years ago president Dan Ford made a motion to rename the building but not the library district. The board discussed the motion and it was unanimous supported by the board of directors. Valerie noted also Lavenia's devotion to not only this library but also the library community itself. Valerie noted that at the time she was unaware of the Bayfield Study Club and the board would not have diminished any of the contribution that had been given by the Study Club in establishing the library. Valerie noted that the name change was announced in the Pine River Times 30 day's prier to ordering the new signage for the building. The board had contacted the Pine River Times to have someone at the meeting to represent the public.

Paulette Geary asked if there was a conflict of interest having a board member involved with personal conversation issues involving a family who is an employee of the library. Don stated that when these issues occur Lavenia excuses herself from the voting process.

Paulette also asked about donated books being on display. Don asked Lee to present this ideal to the staff and report back at the next board meeting.

Jessie Martinez asked about how to obtain a copy of the minutes. She noted that the notebook that contains the minutes is so overstuffed with other information that she is unable to find the agenda or minutes she wants. Jessie suggested a notebook designed for only the minutes and the agenda be on displayed. Jessie also noted that the agenda online was not available prier to the meeting. Don asked Lee to check into having the agenda and minutes available to the public online and within a notebook to be displayed in

the library. Concerning the conflict of interest, Jessie noted that with only three board members there is a quorum but if an conflict of interest issue occurs there would only be two board members and the issue would need to be postponed until other board members were present. Valerie agreed that any conflict of interest issue would need to be delayed until enough board members was present. Valerie noted that usually more board members are present at the monthly meetings.

Jessie stated that the Friends of the Library have booked Mystomagi the Magician for December 13th at 1:30. Children's coordinator, Elizabeth vonTauffkirchen stated that Ann Lincoln will be presenting her "Winter at a magic castle" show December 10th from 4 pm to 5pm.

IV. Discussion items

- A. Adjust tuition reimbursement - Don reiterated the proposal of the staff concerning the tuition reimbursement. Staff proposed that reimbursement could be paid before the class or classes were taken to eliminate the upfront cost of tuition. The staff person would sign a contract stating that if the class was not completed or the staff member failed the class, the staff member would refund the reimbursement for the class. Don reported that Donnalee had presented the ideal to the library's attorney Dirk Nelson for review. Dirk report that the Town of Bayfield has a similar program and that he would be consulting with the Town of Bayfield to develop a proposal to present to the board. Staff member Elizabeth noted that the contract also stated that the staff member would agree to work a certain amount of time after finishing the class or classes. Valerie noted that the proposal of tuition reimbursement has developed into more of a program of courses that could be taken over a few years. Valerie stated that the idea appealed to her because the library could "grow your own certified librarian". Valerie suggested that for budgeting reasons the staff member should present their proposed course schedule so that the library could budget accordingly with full disclosures of the cost of the courses. Lee reported that most online courses are a three to four year program. Lavenia stated that there should be a limit on the amount budgeted for the program. Lee stated that he could do some research and present some cost proposals to the board at the next board meeting. Don asked if this issue should be moved

to an Action item but Lee stated that it should still continue under Discussion items until he present some budgeting numbers for the board to consider.

- B. Job description for MLS position - Valerie asked for clarification of the title of librarian. Lee stated that the title librarian indicates a person that has achieved more education than that of a librarian assistant. Lee noted that they had changed the title from Head Librarian to just Librarian because Head Librarian is interchangeable with Director in the library world. Unless an individual is over a library district, their title would be Head Librarian not Director. Don recommended that the proposed job summary for librarian be tentatively moved to Action Items for the next board meeting.
- C. Hiring Process - Lee reported that number 1 to 10 would be handled by the library staff. The search committee would then become involved with the rest of the process. Valerie asked of clarification on #8 the fourth bullet. Lee stated that this is only the planning of the process. Deciding on which hiring process will be used. Either separate interviews on separate days or group interviews within one day. Under #9 Don recommended that beside the Director reviewing applicants the search committee should also review all applicants. This item should be placed after the third bullet under #9. Under #10 the last bullet, subcommittee means the committee members that were involved with the phone interviews. Lee will clarify the meaning. On #12 the first bullet, Valerie asked to remove the statement "or delegate". The Director should handle this. Elizabeth noted that under #12 fourth bullet # iii should have quotes around "in person" for clarification. Valerie asked to add to #12 on the last bullet to add "in a secure location". From the audience, Jessie Martinez asked if the library has an indicator of the amount of hours each staff member works. Valerie stated that the library has developed a staffing pattern that works with development of the budget.
- V. Action Items - Adoption of preliminary budget - Valerie reported that the only change was concerning the line item Books and Materials under Operations. At the last board meeting it was decided that the library should continue with last year's budgeted amount and not increase the amount as stated in the Long Range Plan until the library is fully staffed. Valerie stated

that if the budget needs to be changed, the library could add a resolution that will be presented to the board.

Valerie made a recommendation to adopt the preliminary budget as presented. Lavenia made a motion to adopt the preliminary budget as presented. Don seconded the motion and all approved.

VI. "To Do" List

- ❖ To set 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. Don asked for a reminded so that the board could set the date for January.
- ❖ Move the December meeting from 11th to the 9th.
- ❖ Tish has asked to be moved to an alternate.
- ❖ More discussion concerning the Bayfield Study Club's request
- ❖ Add to Discussion Item "Filling board vacancy."

VII. 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 - **Need information from the board of directors.** The next board meeting will be held on December 9th at 6pm.

Pamela Roach submits the minutes to the Board of Trustees for approval.