

Lavenia McCoy Public Library
Pine River Public Library District
Board of Trustees Meeting
September 11, 2008

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

I. Call to order - Additions or deletions to agenda

- ❖ Tim called the meeting to order and informed the audience that July's minutes had not been official approved of because the board members at the July meeting were not present at the August meeting. The board members at the August meeting did not feel comfortable approving minutes of a meeting that they had not attended. Tim asked the indulgence of the audience as the board reviewed both the July and August minutes for corrections.
- ❖ Tim then called for a moment of silence for all the 9/11 victims.
- ❖ Tim asked to have added to the Action Items, a vote on the change to the management structure in the Long Range Plan.

II. Approval of minutes and Treasurer's report

- A. Treasurer's report - Valerie reported that she had used a smaller font and had combined the two columns into one column. The report shows eight months of revenue and expenditures. The library began August with \$394,199.84. The library received \$15,729.92 in receipts. Mostly from the county. The library spent \$26,357.83 primarily on wages and benefits. With an ending operating balance of \$376,959.11. Tim asked about the Capital expenditure. Donnalee stated that it was used to upgrade the security system and the first check on the architect fees and 4 IMac's that provides preschool games with no Internet for young children. Don made a motion to approve the Treasurer's report. Lavenia seconded the motion and all approved.
- B. Minutes - On the July minutes Tim had a question concerning the statement on page 2 that said ". Don suggested that Donnalee and the staff work

together to organize the information that has already been gathered, make changes to the job description and work on rewording the advertisement for the new position. Donnalee should present their findings to the board for approval at the August board meeting." Tim asked Donnalee why there had not been a follow up at the August meeting. Donnalee apologized that she had not followed up on the report and she stated that she would do so for the next meeting.

Valerie stated that she had a few minor changes that she will submit to Pam for corrections. Valerie made a motion to approve the July and August minutes with the corrections noted. Sue seconded the motion and all approved.

III. Communications from the audience - Judy Gotthelf from the Friends of the Library thanked Bayfield School District Superintendent Don Magill for the letter sent to the library and the Friends of the library concerning the Open House that was held for the teachers of the Bayfield School District. Judy reported that the Open House was a wonderful success.

Judy asked if the Friends of the Library could email their newsletter to the teachers and Don agreed that would be a good way to communicate with the teachers. Judy also thanked the staff for finding and installing the plaque to original thirteen founders of the library. Judy reported that the Friends of the Library have over 30 members and on the library's web site patrons can click on the Friends of the Library and see a list of accomplishments that they have achieved.

Don stated that he has only heard good reports from the Bayfield School District and the teachers concerning the Friends of the Library.

Judy reported that one of the new members of the Friends of the Library is a former elementary school teacher that would like to donate some children's books that she has accumulated over her years of teaching. Judy asked if the library could include a sticker of recognition within each of the books donated. Donnalee stated that the library staff could include the sticker within each of the books donated. Tim suggested that if the library was unable to accept all the books, that some of the books could be donated to the local public schools. Tim asked if the staff have a donation policy in practice that was easy to understand for both the staff and the donators.

Donnalee reported that the library does have a donation policy and the staff is familiar with the procedure.

Judy introduced two new members of the Friends of the Library, Lou and Ellen Gates. Tim welcomed them to the meeting and introduced the board members to them.

IV. Information Items

- A. Library Events - a brief recap of recent and coming events and milestones -
Donnalee reported that she would be presenting the board with a written report within their packet each month concerning these issue. This will enable the board to have the information before them and hopefully speed up the time usually spent on verbal reporting. (See Director's Report at end of the minutes.) Valerie asked that Donnalee have headings on each of the reports included in the boards' packet and add "Director's report" on the agenda each month under Information Items. Donnalee agreed to do both of the suggestions.

Donnalee presented that board with both a graph and comparison chart of circulation for August 2007 and 2008. Donnalee noted that the children's circulation is up to 26% up from 15%.

Donnalee reported that staff member Lee Hallberg will be included in the library's newsletter information on the recently obtained databases and how they can be accessed. (Please refer to Library Newsletter)

Donnalee reported that the library has hired Kathleen Juracka for clerk position. Tim asked why the new hire had not been recommended to the board before hiring. Donnalee stated that from now on she would present her recommendations to the board first before hiring a new employee. Valerie stated that this procedure would protect Donnalee by the board endorsing the new employee. This will also enable the board to be aware of who is working for the library. Tim asked to add the hiring of Kathleen to the Action Items for board approval. Don stated that the board could add this item in hindsight.

Donnalee reported that she had received a bid for shelving totaling

\$4593.05, which included extra shelving for future expansion. The bid indicated that the library could save 35% if the library purchased and stores the extra shelves until needed. Valerie stated that the amount presented was within budget.

Donnalee noted that the blinds in the meeting room have broken and need to be replaced. Donnalee stated that she has researched purchasing blinds for the meeting room with the estimated cost being around \$2000.

Donnalee noted that blinds for the meeting room were not included as a line budget item. Valerie stated that the library could use the money budgeted for another item that was not needed this year to purchase the blinds now.

- B. Staff input - Revising the Long Range Plan in area of Children's services - Donnalee noted that the Children's area is not specifically mention in the LRP. Only were expansion is indicated within the LRP was the Children's area discussed. The staff presented to the board their overall goals that the staff would like to include in the LRP as an amendment to the LRP. Don suggested that this proposal be included on a discussion item for next month's board meeting and then moved to an action item the following month. The board agreed. Tim suggested using the newly obtained WKII wherein board members can discuss these proposed goals before next month's meeting. Public discussion and input will still take place at the next board meeting. Tim asked that the library staff look into obtaining information concerning board members discussing library agenda items in a WKII session. Don stated that items could be discussed between board members only if no decisions are made, nothing concerning Executive sessions is discussed and only if the discussion is between a few board members and not all the members. The board agreed to follow these procedures.
- C. Update on parking lot - Donnalee presented a letter from Marty Zwislner concerning the drainage system for the expansion of the library's parking lot. Marty indicated that the town of Bayfield does not have a storm water drainage system along Bayfield Center Drive. Marty has been working with the town's engineer to find an acceptable means of addressing the additional water that could flow off of the library site as a result of the proposed development. Unfortunately the town's engineer has been on vacation so little progress has been made. Until this issue is resolved Marty

stated that the project must be delayed until next spring. Don asked if the library could do the gravel now and do the asphalt in the spring. Donnalee stated that she would check with Marty and report back.

V. Discussion Items

- A. Revising the search process for the hire of a new librarian - Tim stated that he had contacted the search committee members to ask them their opinion on what worked and did not work on the first search for a new librarian. And what the committee could improve upon. Tim thanked the committee for all the work that they have already accomplished and noted that what they had done will greatly enhance the new search. The first item that the committee noted was a clearly defined timeline from start to finish for the applicants. This will enable the applicants to know when and how things will progress. Tim thanked Jessie Martinez for emailing him a suggested timeline of what should be accomplished and in what order and time needed to accomplish each item. The timeline had been developed from her experience on the search committee.

The next item would be to center the committee around the applicants and provide them with the information that they would need for the position there are applying for in a professional and timely manner. Another item would be minor adjustment to the job description with corrected language and a change to the job title name. Making sure that the applicant is aware that the new librarian will be the immediate supervisor of the staff but is also subordinate to the director. Tim suggested the title of Assistant Director as a change for the title name indicating authority with the understanding that the Director is at the top of the management chart.

Other suggestions from the committee would be to adjust the amount of experience required for the position. Also an adjustment on the salary offer to be comparable to other neighboring libraries. Tim requested that the committee have everything ready before advertising for the position. Tim asked Jessie Martinez if she would continue gathering the forms and information needed to process with the search. Staff member Lee Hallberg suggested that information about Bayfield and the surrounding area be placed on the library's web site with a link to the town's web site. Valerie stated that the changes outlined made good sense and Sue agreed. Tim

would like to get the search committee together within the next two weeks. Staff member Judy Poe asked if the committee would meet with the staff to add input before the position is advertised. Tim agreed that the staff should be involved with the hiring of the new librarian.

- B. Revising the process for recruiting new board members - Tim informed the board that board member Tish Nelson has accepted a position with Pueblo Community College in Pueblo. Tish wishes to continue to be on the board but notes that she will be unable to attend board meetings at least for a few months. Valerie stated in the by-laws that the board could excuse a board member that misses up to eight consecutive meetings. Don suggested that the board wait a month until the board finds out about how the county will process with obtaining other new board members and allowing the current board members more involvement. Tim asked for a board member who would take the lead with the development of new recruiting procures with the county. Don volunteered to work with the county on this issue. Tim asked that the board to contemplate Tish offer to continue on the board until next month.

VI. Action Items

- A. Selecting dates for budget workshop - Valerie confessed that in all the years that she has been the treasurer she was unaware that a preliminary budget should be presented at the September meeting as stated in the by-laws. Valerie stated that she would like to conduct two budget meetings this month. The first being with the staff to outline the process and a forum for the staff to present their budget requested, working from last year's budget. Evaluating what worked and didn't work. The second meeting will enable the treasurer and the staff to build a preliminary budget. The preliminary budget will then need to be presented at the October board meeting. Valerie stated that she would be unable to attend that meeting and ask if Donnalee could present the preliminary budget since she will be working closely with Valerie on developing the preliminary budget. Public hearing for the budget is in November. The budget will then be adopted at the December meeting. The first meeting will be held on September 16th at 6pm. The second meeting will be held on September 25th at 6pm. Valerie encouraged all staff to either come to these meetings or submit their request in writing by the 25th with justification for their requests and

figures for their requests.

- B. Approve contract with RM Bell for site plan - Donnalee asked that the board sign the contract with RM Bell concerning the site plan. Valerie asked if the library's attorney Dirk Nelson had had an opportunity to review the contract. Donnalee stated that since the contract has the phrase "not to exceed \$3000" that will protect the library from over spending. After reviewing the contract, Don make a motion to approve the contract with RM Bell for the parking lot site plan. Lavenia seconded the motion and all approved.
- C. Management Structure - Tim noted that the management structure had been discussed at length concerning changing the LRP structure from the Library Director and the Head Librarian been on the same level of authority to having the Head Librarian under the authority of the Library Director. Don asked if we should change the title name at this time. Don suggested Assistant Director. Donnalee suggested that the use of the title of librarian be used so that the perception is less administrate and more librarian. After much discussion concerning the title name, Tim asked Donnalee to present to the board in writing a summary of her recommendation concerning the title name and reasoning for the recommendations. Tim stated that until Donnalee's proposal is presented to the board, the management structure motion should be delayed. Staff input should also be included in the proposal. The board agreed to delay the motion on the changing of the Management Structure until next month.
- D. New Hirer - Sue made a motion to accept the recommendation to hire Kathleen Juracka as clerk. Valerie seconded the motion and all approved.
- E. Draft Minutes - Valerie made a motion to suspend the use of allowing the draft minutes (unapproved minutes) to be made public until the board has approved them. Lavenia seconded the motion and all approved.

VII. "To Do" List

- ❖ Donnalee will present her recommendation and reasoning concerning the title name of the new Head Librarian.

- ❖ Preliminary budget workshop meetings with the preliminary budget to be presented at the October meeting.
- ❖ Donnalee will ask Marty Zwisler about graveling the parking lot this year since the library will be unable to asphalt the parking lot because of drainage issues.
- ❖ Tim will contact the search committee to coordinate a meeting time to continue the process of revising the hiring of a new librarian.
- ❖ Tim will also meet with staff concerning the new position of librarian.
- ❖ Children's services added to the Long Range Plan put on agenda under Discussion Items.

VIII. Executive Session - Tim 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. Don made a motion to accept the move to Executive Session. Valerie seconded the motion and all approved.

IX. Adjournment - At approximately 9pm an adjournment of the board meeting was called for. The next board meeting will be held on November 13th at 6pm.

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

September 2008 Director's Report

Circulation information -- 2008 year to date gives you information about circulation, patrons, interlibrary loans, computer use, meeting room use and programs so far this year. Please note that we still circulate more books than videos and children's circulation is up to 26.8% of the total circulation. The second figures compare August of 2007 to August 2008, demonstrating a 32% increase.

Teacher Luncheon – The goal was to host an event for the school staff to familiarize them with our collection and give them an opportunity to make collection suggestions; and PR for the library. The luncheon & give away programs did attract a crowd; we served 110

lunches. The cost was about \$600, requiring over 70 hours of staff time and 20 hours of volunteer time. The feedback as people left was very positive; we have received a couple of thank you cards. So far we have received no book suggestion, we have issued 7 teacher cards and selected materials for several teachers. YEAH! We just received our first book list.

Closure – We will be closed September 29 to get the carpet cleaned and the parking lot sealed. We will start posting September 15 and change the phone message September 23. No fines will result from this closure.

Calendar -- we have purchased a calendar program and hope to have everyone trained to use it so that 2009 meeting room schedule can be handled more efficiently.

Data Bases -- now available in the library, soon from the web page. The addition of these bases will allow the staff to direct patrons to current information without a large investment in print materials that quickly become dated. We will be advertising this addition to our library with materials from Ebsco and some of our own creation. Assisting people will probably be staff intensive, because each person will want individual help, which we intent to offer. This training and our in house reference class emphasized on line answers to questions. We have not been ignoring reference, however, it is a small part of what we do.

New staff – after advertising and interviews, Kathleen Juracka was selected to fill the clerk position. A graduate of Northern Illinois University, she has worked for Skills for Living, SUCAP, the University Library & the health food store. No problems on the background check.

Staff training -- Ebsco provided a webinar about the data bases that was attended by most of the staff. There are more webinars coming during September.

Elizabeth, Lee & I did attend the Library Town Hall Meeting. It is exciting to see the three big Colorado library groups, CAL, CLIC, and the State Library, working together and asking how they can help us.

Durango Days sponsored by CAL will be September 18 & 19. Workshops are Helping Every Child Get Ready to Read @ Your Library; Collecting the Undercollected: Native American Resources; Surround Read: Create a Reading Revolution; You Never Know Until You Try: One Library's Adventures with Gaming and Open Source Software; Transitioning to Our "Dynamic Services Plan": A New/Old Style of Customer Service; A Hundred and One Nights at the Library: How to Develop and Market Adult Programs without Going Broke--or Crazy; Do It Once--Do It Right: Book Protection/Book Repair; Websites at Your Fingertips; What's Hot, What's Not: What Teens Really Need...and Hope That's What You Have; Second Life @ Your Library, The Joy of Reading: Librarians Come to Your School. Most of the workshops will be covered by some of our staff members.

Cathy & Judy attended a workshop in Grand Junction which was a continuation of the Web 2.0 Class Judy attended in Pueblo. The class provided further training in setting up a library blog, RSS feeds, and library podcasts. All this training will be put

into building a new website and linking the library to Bayfield and the world, all via one library website.

Web page -- Judy has completed two on line classes about web design, soon to start intermediate Dreamweaver. We are in the research process necessary for the design of a new web page for us soon. With the new design the code will be cleaner, allowing us to add pages for children, friends, data bases, etc. We also considering the addition of a library blog & RSS feed.

Macs -- Elizabeth located and purchased 4 IMac, (used, cost \$50 each) to provide pre-school games (no internet) for young children.

Shelving – Bid available

Meeting room windows blinds -- I feel we have no choice but to replace the blinds, so I am seeking input & bids from local companies to replace all the window blinds. The criteria for selection are visual appeal, durability & cost. (about \$2000.)

Stuff – We have developed a subject heading for the high school reading list and they have been entered so that students can search our catalog for the books. The basic computer classes are very popular and we hope to do more. Jenni has arranged a partnership with Ft. Lewis College for Life Long Learning.