

**Lavenia McCoy Public Library
Pine River Public Library District
Board of Trustees Meeting
December 10, 2009**

Board Members Present: Lavenia McCoy, Tim Telep, Russell Burwell, Valerie Borge and Judy London. Also present was Donnalee Baxstrom the Library Director.

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

A. Roll Call -Tim called the meeting to order at 6:16 taking a roll call. Tim noted that the board had a quorum of board members present to conduct the meeting.

Tim noted that the minutes from the special meeting have not be completed. Tim asked to include a review and approval of the minutes from the special meeting on the "To do" List for next month.

B. Additions or deletions to the agenda - none were noted at this time.

II. Approval of Minutes and Treasurer's Report

A. Minutes - Judy made a motion to accept the minutes. Russell seconded the motion and all approved.

B. Treasurer's Report - Donnalee reported that the library began the month of November with an operating balance of \$702,543.03. The library received \$13,180.58 in receipts. The operating expenses were \$14,498.60 with salaries and benefits totaling \$40,034.35. The ending operating balance for the month of November was \$675,689.26. Russell made a motion to accept the treasurer's report presented. Judy seconded the motion and all approved.

III. Communications from the audience - Friends of the Library President, Judy Gotthelf stated that all board members had been given an invitation to a Thank you Volunteer luncheon that will be held on Thursday December 17th from 12:00 to 1:30 and hoped that all would be able to attend.

Library employee, Jenni Tencza gave her personal opinion concerning hiring an Assistant Director. Jenni stated that the library is currently functioning very well with great technology and a wonderful staff who have great support from the patrons. The library has a great collection for a library of our size. Jenni believes that bring in another person in a management position might disrupt the working system that is now working so well. Jenni also noted that she is a MLS librarian, working part time at the library, and she wondered if the library could afford this full time Assistant Director's position. Jenni stated that in the past applicants have been concerned with the role that they would be assuming. Jenni noted that the library has a lack of workspace to add another person. The board thanked Jenni for her opinion and Tim asked Jenni if she could review the Long Range Plan and note if the library is adequately staffed. Jenni agreed that she would review the Long Range Plan again but stated that some of the dates in the Long Range Plan are not realistic. Jenni suggested that the library reevaluate what the priorities and maybe have a consulting reevaluate the Long Range Plan.

IV. Director's Report - (see Director's written report displayed at the end of the minutes)

- ❖ Judy asked Donnalee about the development of a youth task force. Donnalee stated that she would begin working on a task force in January.

V. Discussion Items

- A. Tour of Library - All board members and guest took a tour of the library and discussed space issues and how best to have a safe, efficient and effective use of the space, both work and library patron space. Tim suggested that at this time the library should consulted a library space planner to better utilize the space that the library has.
- B. Initiate a timeline for a new hiring cycle for Assistant Director - After much discussion the board members agreed that they would like to move forward with a new hiring cycle for an Assistant Director. Jenni Tencza asked the board their opinion concerning the need for an Assistant

Director. Board members agreed that there is a need and that Donnalee is doing the job of two. Donnalee asked that a review of the Long Range Plan be included at the next board meeting. Judy suggested that a three-month timeline is too restricting. Tim suggested that at this time the library should review the timeline for the hiring processed but also begin the hiring search for an Assistant Director.

VI. Action Items

A. Budget 2010 - Donnalee reported that the present budget submitted had some changes. She reported that the county's final numbers for the library had been increased in value by \$3,807,030. The expenditure budget is the same but the revenues have been increased. Valerie stated that the library must submit a balanced budget and the increase revenue have been included in the Capital Expenditures. Judy made a motion to adopt Resolution 15-09 of the budget. Russell seconded the motion and all approved.

B. By-laws - Russell presented to the board language change of the by-laws. He submitted to add to IV. #3. following the language "employ a director" the language "and evaluate the director's performance annually". Also to add to V. "From time to time the Board may go into executive session in accordance with the Open Meetings Act. Discussions that occur in such sessions are by their very nature confidential and shall not be discussed with persons not in attendance except Board members, the attorney for the district or the attorney handling the particular matter under discussion or unless authorized by Board" Valerie made a motion accepted the language changes that had been submitted by Russell. Judy seconded the motion and all approved.

Russell reported that the concept of alternates is not legal but that the county commissioners had approved a resolution in the past to accept alternates on the library's board of directors. Russell stated that after speaking to Commissioner White that the board has two options. One would be to abolish the resolution and the alternates would have to step down from the board and wait until an opening is available. Or option two, which would be to increase the size of the board of directors. After much discussion Judy made a motion to increase the board to 7 members with

the option to make changes to the number of board at a later date. Valerie seconded the motion and all approved. Russell stated that he would send a letter informing the county commissioners of the need for the abolishment of the alternate's resolution and the increase of the board members from 5 to 7 to include himself and Don Magill. The county commissioners would also need to start the process to obtain another board member and the library board would like to make recommendations toward the choose of that candidates. The letter would also inform the commissioners about the changes that had been approved of by the board concerning the by-laws language.

C. Job descriptions and Long Range Plan - Tim request that a change of "MLS preferred" to "MLS required" be included in both the job description and the Long Range Plan for the position of Assistant Director.

VII. "To do" list

- ❖ Review and approval of the special meeting minutes at the next meeting.
- ❖ Hire a library space planner to evaluate and propose changes to the library's use of space.
- ❖ Donnalee to begin working toward developing a youth task force with other community leaders.
- ❖ A timeline to review the Long Range Plan.
- ❖ Begin the process of hiring an Assistant Director.

VIII. Suspend the meeting - Tim suspended the board meeting to the public at 8:23pm. The next board meeting will be held on January 14th at 6:15 pm. The board members then went into Executive Session.

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

Director's Report

Overdrive – We offer 1325 titles in our collection, a total of 245 checkouts. We promoted the collection with radio ads produced by Karen. On Saturday, Dec 5, the “Doughnuts and Downloads” attracted 25 patrons for demonstrations of the service. Over 100 names are now entered in the “Great iPod Giveaway”. The hope is to build this collection in preference to CDs & DVDs.

Colorado Library Association Conference – Judy & I attended only to learn that in general money for libraries is going down while the need for services is increasing. For example the ballot issue in Aurora to save four branches failed by a 54% majority, while nine years ago 54% of Aurora voters approve \$17.6 million to renovate 2 libraries & build 2 libraries. Colorado will face three new Initiatives dealing with budget items in the next election that could handicap our ability to operate. Initiative 10 is a grab-bag of tax cuts including state income tax, Initiative 12 would overturn all past elections that reduced Tabor limits, Initiative 21 is not yet filed but apparently will deal with local taxing districts. We will need to stay aware of these issues.