

**Lavenia McCoy Public Library**  
**Pine River Public Library District**  
Board of Trustees Meeting  
November 12, 2009

Board Members Present: Lavenia McCoy, Tim Telep, Russell Burwell, Don Magill 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 6:17 taking a roll call. Tim noted that the board had a quorum of board members present to conduct the meeting.

B. Additions or deletions to the agenda -

- ❖ Tim asked to add under Discussion Items the subject of the library's website and the board agreed.
- ❖ To allow enough time to discuss By-laws review, Tim asked to postpone agenda items Hiring Guidelines and Performance Evaluation and Compensation. The board agreed to postpone until next month's meeting but asked to make sure that both agenda items were added to the December meeting for discussion.

II. Approval of Minutes and Treasurer's Report

A. Minutes - Correction noted were:

- ❖ Under Discussion Items A. Review of Assistant Director website document, Tim asked to add, "At this time the Director could not explain how the changes were made, when they were made and by whom were they made."

Judy made a motion to accept the minutes with the changes noted. Don seconded the motion and all approved.

B. Treasurer's Report - Valerie reported that the library began the month of October with an operating balance of \$718,403.90. The library received \$36,089.54 in receipts. The operating expenses were \$11,234.32 with

salaries and benefits totaling \$48,129.66. The Capital expenditure for the month of October was \$3,820.75. The ending operating balance for the month of October was \$702,543.03. Russell made a motion to accept the treasurer's report presented. Judy seconded the motion and all approved.

III. Communications from the audience - Library patron Judy Clarke is still concerned about the behavior of some of the teenagers at the library. She noted an article in the Durango Herald dated September 21 concerning rural life for teenagers in Bayfield and the need for some type of place for teenagers to gather that is not disrupted to others. Judy also noted that the library staff should pay more attention to housekeeping in certain areas of the library especially the front steps to the library. Tim asked Judy what her recommendation would be to handle the problem with the teenagers. Judy stated that she would suggested that the library board and the board members from the Senior Center and the Rec. Department and Fire Department meet to discuss this issue and develop ideals to resolve this issue. Judy would rather find ways to solve the issue instead of just deal with it by punishment. The board agreed that the library want the kids to continue using the library as a library not just a hang out. Board member Judy London suggested forming a task force to resolve this issue and redirect the kids' energy. Both agreed that to resolve this issue it should be beneficial and not punitive only.

Secretary from the Friends of the Library, Jessie Martinez asked about how the ranges of raises are determined. Judy London noted that raises are based on the performance evaluation. Salaries are based on comparable libraries.

Friends of the Library President, Judy Gotthelf reported that at the October Fiesta they were able to give away many books. They also won seconded prize in the chili contest. Judy would also like to thank the town of Bayfield and to everyone for their effort toward the installing of the four-way stop sign at the intersection of Commerce Drive and Bayfield Center Drive.

#### IV. Information Items

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

B. Incident - Donnalee reported that on November 7<sup>th</sup> several minors were arrested on the library's property for alcohol consumption. An adult was arrested and charged with contributing to the delinquency of a minor.

Donnalee made recommendations concerning this incident:

1. Notification of the minors and their parents that they will only be welcomed on library property or in the library under constant parental supervision until legal resolution is completed.
2. Request as part of their possible sentencing that they be allowed to use the library if they conduct themselves with respect for the rules, the staff and the library. They may not loiter outside the library or anywhere on the library property.
3. The staff in pairs will continue to enforce the policy of loitering in the lobby or on the front steps.

Don agreed that parents should be involved and notified. Tim suggested that the library put forth a positive attitude concerning this incident. Russell suggested that these recommendations come from the library instead of from a lawyer. Don suggested that the library phone the parents to inform them that they will be receiving a letter about this incident and that the library will be becoming involved with a local task force concerning teenagers and activities that might help keep them out of trouble. Donnalee stated that she would like the letter to be sent out by the end of the week. Donnalee agreed to be on the task force.

## V. Discussion Items

- A. Budget 2010 -Donnalee reported that since the board had last reviewed the budget she had included \$7000 to the furniture budget only. Donnalee present to the board an Income and Expense Forecast showing from 2001 what was budgeted and what was spend for operating and capital expenditures. Also included is a column indicating the percentage of the spending increase from one year to the next year. The chart also indicate total budget with total spending, income and surplus. Donnalee used previous years information to forecast operating and capital spending for upcoming years. Donnalee also presented three graphs showing cash outflow from 2004 to 2008, operating expense vs. budgeted and operating expense vs. income. Don asked if the budget could be tightened and Donnalee stated

that there are areas in which the library could decrease spending. Tim suggested that line item Books and Materials budget be held at the 2009 level for 2010. Judy suggested that salaries should be increase by 3% from 2009 for 2010. Donnalee stated that since the library is unsure of the amount of performance increase that salaries should be increase by 10% from the 2009 budget. The board agreed but noted that the budget can be changed within 2010 if the need arises. Tim noted that the budget would be adopted at the next board meeting.

- B. By-law review - Russell presented to the board a proposed by-laws rewrite. Russell noted that he had reworded the history part of the by-laws only. He did remove the mission and goal statement indicating that they should be located within the purposes. Russell noted that changes made within the by-laws were made by referencing library law and library standards.

Russell stated that the board of trustee must be appointed by the county commissioners and may only be removed from the board by the county commissioners.

Russell noted that on page 2 sections IV. Powers and Duties of Board of Directors item #3 should read, "Employ a director and, upon the director's recommendation, employ such other employees as may be necessary, prescribe their duties and fix their compensation."

Russell noted that Executive Session is not noted as confidential within any of the references that he researched. He recommended that the board should first adopt this revision of the by-laws and then the board can adopt any amendments that they deem necessary. Judy suggested that the board also include a statement that the Board of Trustees must evaluate the Director annually. Russell stated that the Board of Trustees could change any aspect of the by-laws as long as they do not conflict with state library law. Don stated that Russell had done an outstanding job revising the library's by-laws and thanked him for all the hard work that he accomplished. Tim asked that Russell include a short cover letter stating where the by-laws came from and why. Russell recommended that the board develop a committee consisting of at least one board member, a member from the Friends of the Library and community patron to cultivate individuals for future Board of Trustees members.

Don made a motion to accept the proposed revised by-laws with the corrections noted. Lavenia seconded the motion and all approved.

- C. Website Contents - Tim noted that the library's board of director's agenda for the upcoming meeting was not on the library's website, the Long Range Plan had not be update since the 2007 edition and some of the links were not working. Donnalee stated that Judy Poe is working on the library's new website and some updates had been missed. Donnalee stated that she was responsible for the posting of the agenda. Tim suggested that Judy make the updating of the website a priority and Donnalee make getting the agenda posted on the website a priority. Tim asked that the website be maintained even while the new site is being developed. Tim also noted that last summer he had signed up to be on the library's blog and never heard anything more about it.

Tim noted that the boards of director's meetings' time and date are still not being posted in the local newspapers and asked why. Donnalee stated that she would check on the meeting dates and times being posted in the local newspaper and make sure they are posted each month.

#### VII. "To do" List

- ❖ Donnalee will work on the minutes from the special meeting.
- ❖ Donnalee will improve the contents of the library's website.
- ❖ Donnalee will give the board an update concerning the alcohol incident.
- ❖ Donnalee will consult others concerning forming a task force with regard to the recent problems with teenagers.
- ❖ Russell will work on wording for amendments that need to be added to the by-laws.
- ❖ Put "Performance Evaluation and Compensation" on the December agenda.

- VIII. Suspend the meeting - Tim suspended the board meeting to the public at 8:17. The next board meeting will be held on December 10<sup>th</sup> 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 - Judy has the download station up and running Overdrive Advantage. Karen developed the promotion for our downloadable services, titled "The Great iPod Giveaway." The event involves getting patrons to ask about our downloadable media, if they do, their name is then entered into our drawing for an iPod Nano (to be given away December 18<sup>th</sup>, 2009).

Programs - Teen attendance is improving with highest total of 28 for Wii, 13 at See Beyond Reality, and 10 at Programming w/ Scratch. The photography classes attracted the most adults with 35. Nature Joe and animals entertained 92 people.

E-Rate update -- We have finally received a response on our e-rate application. We have a few minor errors to be corrected and some confusion with Brainstorm's application, USAC gives us until next week to get the corrections submitted. Once this is completed, we enter a second review stage and then final review. As slow as the process has moved to this point, a final decision letter is not expected before the end of the year.

Phone system - The T-1 line and phones are installed. Staff has noticed faster speed and everyone has phones.

Judy Poe will be transferring to the University of Maine in search of more challenging classes.

Furniture - We have selected new furniture for the computer area, allowing for expansion in 2010. The furniture is covered by the 2009 budget and the computers in the 2010 budget.

Filter - Our filter needs replacing, info provided by Lee.