

Lavenia McCoy Public Library
Pine River Public Library District
Board of Trustees Meeting
October 8, 2009

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

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

- ❖ Tim called the meeting to order at 6:22 taking a roll call. Tim noted that the board had a quorum of board members present to conduct the meeting.
- ❖ The board agreed to delay the discussing Policy development and review under agenda item V. A. Policy development and review.
- ❖ After much discussion concerning agenda item V. B. By-laws review and noting that board member Russell Burwell who had been researching this topic was not available, the board decided to postpone discussion.
- ❖ Tim asked to add under Discussion Items, clarification concerning wording on the website for the position of Assistant Director. The board agreed to review the wording for this position. "Review of Assistant Director website document" was added under Discussion Items.

II. Approval of Minutes and Treasurer's Report

A. Minutes - Correction noted were:

- ❖ Under Director's Report Tim asked that the wording be changed from "Carolyn Dechert has withdrawn her application for this position" to "Carolyn Dechert has declined the library's offer of employment for this position".
- ❖ Tim asked that the wording of Discussion Item "Damage Bench" be changed to just "Bench".
- ❖ Valerie asked that the wording under Action Items B. Job Description be changed from "Valerie stated that salary range should not be noted but a salary schedule" to "Valerie stated that salary range should not be on the job description. But "Refer to the salary schedule" be included on the job description" for clarification.

- ❖ Friends of the Library, Jessie Martinez, noted under VII "To Do" List that the word Town Manage should be Town Manager.

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

B. Treasurer's Report - Valerie reported that the library began the month of September with an operating balance of \$736,684.99. The library received \$15103.98 in receipts. The operating expenses were \$9,030.30 with salaries and benefits totaling \$33,385.07. The ending operating balance for the month of September was \$718,403.90. Valerie reviewed the quarterly report. Don made a motion to accept the treasurer's report and quarterly report as presented. Judy seconded the motion and all approved.

III. Communications from the audience - Friends of the Library President, Judy Gotthelf reported that they had purchased a die cut machine for the children's department. They were also able to purchase upper and lower case alphabet die cuts. The board thanked the Friends of the Library for a very useful machine. Judy also reported that the FOL had approved purchasing an iPod to be used as an award for patrons that signed up to use the library's downloadable programs. Each person that signs up will have a chance to win the iPod. The board thanked the FOL for the participations in promoting of the downloadable program. Judy Gotthelf also noted that they had added more volunteers to the library's volunteer program.

IV. Information Items

A. Director's Report - - (see Director's written report displayed at the end of the minutes) - Donnalee reported that Judy and Russell will be attend the Continuing educational meeting in Ignacio. Donnalee reported that the Director of the Ignacio Library as has resigned. The board authorized the library to purchase signs indicating that loitering and skate boarding were not allowed on the library property. Judy Gotthelf noted that the library might need another day for the cleaning staff to clean the library. Staff will look into the need for another cleaning day.

B. Budget 2010 - Valerie reported that they had had a public budget workshop. Donnalee and the staff had developed a draft of the budget and interested patrons had commented on the presented draft. Valerie noted that the budget must tie to the Long Range Plan. Donnalee noted that the library's revenue from petroleum has dropped to 58% from 64% five years ago. Donnalee reported that revenues for 2011 from petroleum could drop to below 30%. Valerie suggested that we tighten funds on the current budget and review the goals of the Long Range Plan. Tim suggested that the board schedule a study session in the future concerning the budget and the Long Range Plan. Valerie stated that she would develop a fixed and variable budget items for the next board meeting. Tim asked to have under Discussion Items how the staff and board could develop a policy concerning tighten the budget. Valerie stated that the library's philosophy is "not to use the petroleum money first but use the tax revenue income first when budgeting". Tim suggested the library look toward using a terminal for the computers in the library. Valerie reminded the board that the budget for 2010 will need to be approved in December but it can be changed at the discretion of the board.

V. Discussion Items

- A. Review of Assistant Director website document - After much discussion concerning the wording of the job description for the Assistant Director's position, board member ask to have changed "MLS preferred" to "MLS required". Also that the job descriptions state that the library would "prefer three years experience".
- B. By-laws review - Discussion will be delayed until next month.
- C. Hiring Guidelines - Donnalee presented the hiring guideline for approval but she had some questions for the board. Would the board want an applicant to make a presentation to demonstrate their communication skills? After much discussion the board decided that a presentation should not be required for an applicant. Donnalee also asked for clarification on travel expenses for an applicant of the library. The board asked to add to travel expenses " with documented expenses". Don made a motion to approve a policy, which states that the board approves the hiring process of new employees according to the guidelines established on October 8 2009.

Valerie seconded the motion and all approved.

D. Performance Evaluation and Compensation - Donnalee stated these documents would become a permanent part of the employee handbook starting in January 2010. Tim asked to have a demonstration of a general evaluation of an employee at the next board meeting so the board can have a understanding of the procedure. Judy stated that raises are given on performance. All employees will know when their evaluation will be performed and what is expected of them. When the employee hits their max pay they will receive a onetime bonus. "Outstanding" on evaluations means going be on the job description. Judy suggested to the board that they review these documents and present any questions at the next board meeting. Judy stated that accountability is for both the director and employees. Judy stated that a grievance policy would be the next policy that they work on.

VI. Action Items

A. Logo for web page - Donnalee presented different types of logos to be used for the library. After much discussion the board decided that the pinecone logo would be the best to represent the library at this time but the board wanted to leave this discussion open for a later date.

VII. "To do" List

- ❖ Board discussion of how to best "tighten the budget"
- ❖ Review of fixed and variable budget items
- ❖ A brake down of the revenues that the library receives
- ❖ By-laws review

VIII. Suspend the meeting - Tim suspended the board meeting to the public at 8:37. The next board meeting will be held on November 12th 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 18th, 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.