

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

Board Members Present: Lavenia McCoy, Tim Telep, Valerie Borge and Russell Burwell. 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 6:15 taking a roll call. Tim noted that the board had a quorum of board members present to conduct the meeting.
- ❖ Tim asked that "Bench" be included under Discussion Items. The board agreed to add this to the agenda.

II. Approval of Minutes and Treasurer's Report

A. Minutes - Valerie made a motion to accept the minutes as presented. Lavenia seconded the motion and all approved.

B. Treasurer's Report - Valerie reported that the library began the month of August with an operating balance of \$754,124.62. The library received \$20,555.71 in receipts. The operating expenses were \$10,220.97 with salaries and benefits totaling \$27,175.07. The Capital expenditure for the month of August was \$599.30. The ending operating balance for the month of August was \$736,684.99. Russell made a motion to accept the Treasurer's Report. Lavenia seconded the motion and all approved.

III. Communications from the audience - Friends of the Library President, Judy Gotthelf introduced their new Treasurer, Lydine Hannula who was attending the board meeting. Judy Gotthelf reported that the volunteer program has obtained 6 active volunteers and 2 more that are about to become volunteers for the library. The board thanked the FOL for the progress they have made with the volunteer program. Judy also reported the next meeting for FOL will be on September 24th at 7pm.

Jessie Martinez reported that the Ignacio Public Library has hired a new

Librarian.

IV. Information Items

- A. Director's Report - (see Director's written report displayed at the end of the minutes) - Donnalee reported that the candidate for Assistant Director, Carolyn Dechert has declined the library's offer of employment for this position.

- B. By-Laws - Russell presented to the board a draft copy of the By-laws that he had revised. Russell noted that the library's By-laws do not reference having alternates and he was placed on the board as an alternate. Russell stated that the board should have more involvement in the selecting of board members. The board agreed. Russell asked the board to review the current By-laws and what he has presented to determine what should be changed and what should remain the same. Valerie stated that one item that should change is the presentation of the primary budget. The By-laws state that the primary budget be presented in September. They have been presented in October for the past few years. Russell stated that he would check to see if this is something that could be easily changed. Tim asked the board to review Russell's proposal with the current By-laws and have this item put under Discussion Items for the next board meeting. Some items that need to be changed are the removal of alternates and a clear description of board members with term limits stated, the appointment of board members and the adjustment of the budget timeline.

V. Discussion Items

- A. Policy development and review - was postponed.

- B. Damage bench - The board agreed to have Marty replace the damage bench with a new bench.

VI. Action Items

- A. Set meeting date for Budget - Valerie asked to review with anyone that is interested the draft of the budget before the October public meeting. A date of September 24th at 6pm was decided upon. Then finalist the

budget before public hearing at the November public meeting. Jessie Martinez from the Friends of the Library noted that budgeted amount for adult programming was too small. She noted that the Ignacio library spend \$18,000 per year on adult programming. Valerie asked that Jessie obtain a copy of their programming calendar.

B. Job descriptions - Donnalee noted that the Tech Services position, Children Services, Library clerk and Patron services have had some rearrangement of some of the section only. Valerie stated that salary range should not be on the job description. But "Refer to the salary schedule" be included on the job description. The board agreed. Russell made a motion to accept the job descriptions with the correction of having salary schedule instead of salary range listed on the descriptions. Lavenia seconded the motion and all approved.

VII. "To Do" List

- ❖ Proposed By-laws changes put under agenda item Discussion Items.
- ❖ Budget information
- ❖ Friends of the Library will send a letter to the Town Manager concerning having a 4 way stop sign on the intersection of Commerce Drive and Bayfield Center Drive
- ❖ Tim asked that Donnalee note when letters or phone calls were sent to the Town Manager concerning the 4 way stop sign.

VIII. Suspend the meeting - Tim suspended the board meeting to the public at 7:10. The next board meeting will be held on October 8th at 6 pm. The board members then went into Executive Session.

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

Director's Report

Hiring – a candidate from New Hope, PA. will be here August 24-26 to interview the 25th. The selection committee will interview her morning of the 25th, then she will meet with me. I would like to plan a social event in the evening for met and greet with the Board.

Equipment – one of our printers died, instead of replacing the printer, Bill is going to upgrade LPT1 (software, part of Envisionware that controls public printing) and change the printing to the copier.

The plaque for the Bayfield Study Club is completed and up.
Board continuing education – Ignacio has invited the Board to join them for a training session 5:30 to 8:00 on Wednesday, October 14. Shelley Walchak will be speaking about the Colorado Library Law and the changes.