

**Lavenia McCoy Public Library**  
**Pine River Public Library District**  
Board of Trustees Meeting  
April 9, 2009

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

**Parking Lot Update** - Marty Zwisler recommended a similar bench to the one that Pine River Valley Bank has located to the south of the bank. The board agreed with Marty's suggestion. Marty presented several challenges that he wanted to make the board aware of. The first being the pipes that will drain water away from the library and the parking lot. The pipes will be smaller because of the flatness of the land. The pipes will be covered with concrete then with the asphalt overlay to give a more uniformed look. Marty stated that they will crack but they can be easily filled with asphalt fill. Tim asked about pipe freezing. Marty stated that with the overlay of asphalt this should help with the thawing of the pipes. And because of the grade of the parking lot there will be small puddles on the asphalt. Another problem with the grade is the entrance into the parking lot from the street. There will be a bump but it should not cause any problems. Don asked if adding landfill would help. Marty stated that the amount of landfill needed would double the cost of the project.

Marty stated that this project should take only about three week, weather permitting. Another week to a week and a half for landscaping. Instead of reworking the west entrance, Marty recommended that the east entrance would become the main entrance. At this time the east entrance will only be a two-way stop. The board gave permission to Marty to proceed with the parking lot project ASAP.

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

- ❖ Tim called the meeting to order at 6:45 noting that the board had a quorum of board members present to conduct the meeting.
- ❖ Tim asked to add the topic of addressing program under Discussion Items

II. Approval of minutes and Treasurer's Report

A. Minutes - Valerie made a motion to accept the minutes with the corrections noted. Lavenia seconded the motion and all approved.

B. Treasurer's Report - Valerie noted that the board should review the budget report every quarter to determine that the library is on track. The library has total available resources of \$2,890,239.00. Tim asked about expenditure in the 2009 column for the amount of \$3484.00. Donnalee reported that amount was put toward the parking lot project. Valerie questioned why that amount is different than the amount of the Treasurer's Report. Donnalee stated that the Treasurer's report is the up to date cash balance of the library and the budget is only reporting from January 1, 2009 to March 31, 2009. Valerie asked Donnalee to add to the title of Treasurer's Report, "- Cash Balance" to clarify that the Treasurer's Report is the cash the library has available.

Valerie reported that the library began the month of March with an operating balance of \$208,355.16. The library received \$125,336.55 in receipts. The operating expenses with salaries and benefits totaling \$43,374.15. Capital expenditure was \$4,682.00 toward the parking lot expansion. The ending operating balance for the month of March was \$285,635.56. Lavenia made a motion to accept the Treasurer's Report as presented. Don seconded the motion and all approved.

III. Communications from the audience - Friends of the Library, Judy Gotthelf reported that the volunteer program is moving forward. They have received good support from the library staff. The board felt confident about how the FOL were processing with the volunteer program. FOL member Russell Burwell also reported that they would like to develop a book review by patrons that will be available monthly. The title will be "Not the New York Times Review". FOL would also like to work with the library staff toward selling library books in the parking lot during the Bayfield Annual Yard Sale that is held on the first Saturday of June. Jessie Martinez from the FOL reported that the radio station KSUT is developing a community-wide book club and Jessie invited the library to participate in this community-wide club.

IV. Information Items

A. Director's Report - (see Director's written report displayed at the end of the minutes). Tim reported that the last candidate for the position of Assistant Director had turned down the position. Tim suggested that the library staff "clean house" in the back work area. Make it a better workable area to attract new hires for the Assistant Director position. Donnalee stated that the staff is working to clear the many books that are located in the back area but that it takes time. From the audience, Jessie Martinez suggested that since the library has worked out the problems with the hiring process that the library will move faster to obtain candidates. Valerie agreed and gave Donnalee permission from the board to immediately start another job search. Donnalee stated that they still have one candidate that only needs a phone interview to process to the next step. It should be accomplished by the end of April. If that candidate doesn't work out Donnalee will continue running the ads until the position is filled.

From the audience, Judy Gotthelf asked about the newly hired clerk. Donnalee stated that this position will fill Lee's vacated position but will not be able to take over his duties because of the variables of duties that Lee performed. Donnalee stated that Judy Poe and Liz vonTauffkirchen would take up the slack until someone can be trained to perform Lee's duties. Valerie suggested a time limit on the shared responsibilities.

Tim noted that books have out numbered videos on circulation, which speaks for the improvements that the staff has obtained.

## V. Discussion Items

A. Meeting Dates - Tim asked to have the next two months meetings dates' changed because of prior commitments. The board agreed to move the May and June meetings one week early than the regular time. The meetings will be held on May 7 and June 4<sup>th</sup>.

B. Address Program - Tim asked the library to look into this program. Don noted that this program is partly supported with donations to the program but they are not required. After much discussion the board felt that a donation should not come from the library but the board could personally donate to the program.

## VI. Action Items

A. Resignation - Donnalee reported that she had received resignation letters from Tish Nelson and Sue Hinkle. Valerie recommended that the board give the County Commissioners a profile of the type of person that the board is required. Tim would like to add to the "To Do" list a list of useful information that should be presented to new board members. Valerie moved to accept Donnalee's recommendation to regretfully accept the resignations of Board members Tish Nelson and Sue Hinkle. Lavenia seconded the motion and all approved.

B. Long Range Plan - Donnalee reviewed with the board the recent changes made to the LRP. Tim suggested a wording change on fun software to age appropriate software. Don made a motion to accept the LRP with the modification recently made. Lavenia seconded the motion and all approved.

C. Tuition approval - Donnalee reported that Judy Poe would like to continue her education by enrolling in an online college. At this time Judy would like to take this class to see if this is something she would like to continue her education with. Valerie asked that Donnalee verify that this course's credits are transferable. Donnalee reported that the course would cost \$245 per credit hour. This course is three credit hours. Tim suggested that the library's requirements include that the institution be fully accredited and transferable. Don made a motion to accept the tuition request with the stipulation that the institution is fully accredited and transferable. Lavenia seconded the motion and all approved.

D. Hiring Recommendation- Donnalee recommended Kinsee Morlan for the position of clerk at the library. She would be full time. Valerie made a motion to approve Kinsee Morlan as the new clerk for the library. Don seconded the motion and all approved.

## VII. "To Do" List

- ❖ Adding Cash Balance to the heading on the Treasurer's Report
- ❖ Check with the County Commissioners concerning filling the vacancy on the board and giving them a profile of the type of person needed to fill the vacancy

❖Check on the Address program

- VIII. Executive Session - Don moved to go into Executive Session for the purpose of discussion of a personnel 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. Valerie seconded the motion and all approved.
- IX. Adjournment - Tim called for adjournment at 8:13. The next board meeting will be on May 7<sup>th</sup> at 6pm.

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