

Lavenia McCoy Public Library
Pine River Public Library District
Board of Trustees Meeting
August 11, 2009

Board Members Present: Lavenia McCoy, Don Magill, Tim Telep, Valerie Borge, Russell Burwell 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 6:10 taking a roll call. Tim noted that the board had a quorum of board members present to conduct the meeting.
- ❖ **Parking Lot Report** - Marty Zwisler asked the board if they were happy with the result of the parking lot project. The board stated that they were very happy and satisfied with the end result. Marty stated that he was disappointed with the outcome of the parking bench. Marty had accepted delivery of the bench before the crew was ready to install. When packaging for the bench was opened the crew noted that the bench was damaged. Marty contact the shipper and supplier and was told that the 30-day return policy had expired. Marty asked the board to inspect the bench and if they would like he would replace the bench at no cost to the library.
- ❖ **Library Expansion Project** - Marty then presented to the board an example of a conceptual design and construction timeline for a future expansion of the library. Marty stated that from conception to completion a time frame of two years is very reasonable. Planning would take about half of the time to obtain an addition that all the board and community would be proud of. Marty recommended himself as project manager to organize and manage all aspects of the project design, engineering and construction of the expansion project. Marty recommended that planning and decision-making could be accomplished during regular board meetings. Marty asked the board if he could submit a proposal listing his qualifications, the responsibilities that he would assume and what his fee structure would be. The board thanked Marty for his presentation and

agreed to review his proposal. Lavenia highly recommended Marty for this position.

- ❖ Tim stated that BES (Bayfield Elementary School) and BESS (Bayfield Primary) have invited a representative from the library to have a table at their Open House. Tim recommended that the library have a table at both locations. The Open House will be on August 17th from 3:30 to 5:30. Tim suggested that the library contact the principle to make the arrangements.
- ❖ Donnalee stated that she had added another Executive Session to the agenda and that only one on the agenda is needed.

VI. Action Items

- B. Approve Elizabeth's Tuition - Liz reviewed how she could obtain a bachelor's degree in Information Technology Networking from the University of Phoenix by taking advantage the library's tuition reimbursement program. She then presented information on how the University of Phoenix structures their classes. Liz informed the board that the University of Phoenix operates on a block system. Each block contains two classes for three credits each, or six credits per block. A block lasts for nine weeks. Each block will cost \$2,210.00 each. With her transferring credits she is required to take only six blocks. The total cost would be \$13,260.00 after which she will have an Associate of Arts degree in Information Technology/Information Technology Support. Valerie stated that this would be within budget. Liz's goal would be a Bachelor's degree. Judy made a motion to approve Liz's tuition requested as she has described it. Valerie seconded the motion and all approved.
- C. Young volunteers - Donnalee reported that after checking with the library's attorney and insurance company, neither would strictly prohibit minors but it does complicate the process. The board agreed with the directors' recommendation that the age of volunteers should be 15 years old or older.

Downloadable Demo - Judy Poe demonstrated to the board and patrons present the two downloadable programs that the library is offering,

Overdrive and Netlibrary. The board thanked Judy for the very informative demonstration.

II. Approval of Minutes and Treasurer's Report

- A. Minutes - Judy made a motion to accept the June 8th minutes as presented. Lavenia seconded the motion and all approved. Don made a motion to accept the July 9th as presented. Lavenia seconded the motion and all approved. Don made a motion to approve the July 20th Study Session minutes with the corrections noted. Judy seconded the motion and all approved.
- B. Treasurer's Report - Valerie reported that the library began the month of July with an operating balance of \$752,380.80. The library received \$102,085.98 in receipts. The operating expenses were \$34,463.72 with salaries and benefits totaling \$28,521.78. The Capital expenditure for the month of July was \$37,356.66 due to the part parking lot expansion. The operating expenses were high because of new computer purchases. The ending operating balance for the month of July was \$754,124.62. Valerie suggested that the director a policy on how the library disposes of their old computers. Russell made a motion to approve the treasurer's report. Judy seconded the motion and all approved.

III. Communications from the Audience - Friends of the Library President, Judy Gotthelf stated that the FOL would be conducting an evening meeting for their next meeting. It will take place on September 24 at 6pm. At their last meeting the FOL decided to become involved with the Ignacio October Feast, which the Community Learning Center will be conducting. They will be giving out free books. The FOL will also be involved in the Chili Cook off.

Judy Gotthelf also suggested concerning Marty Zwisler's timeline that the board consider a library planner. Someone that gathers information from their knowledge of libraries and obtain information from the staff and patrons.

IV. Information Items - Director's Report - (see Director's written report displayed at the end of the minutes) - Donnalee reported that the advertisement for the position of Library Assistant I, Patron Services was

posted in the Durango Herald for one week. The advertisement was sent to the Pine River Times but it did not appear in the paper. Don suggested that the library have a policy concerning the minimum amount of time a position advertisement should be advertised. The board agreed. Concerning the personnel policies, Judy London stated that she believes that a reasonable timeline is three months. Tim stated that he would prefer that the library have all the policies revised before the library begins a major expansion project.

Donnalee stated that she would be sending a letter to Bayfield's town manager Justin Clifton concerning a four way stop sign at the intersection of Commerce Drive and Bayfield Center Drive.

Donnalee reported that the library's web site is being reworked and when completed board meeting minutes from past years will be available.

V. Discussion Items

- A. Patron Survey - Donnalee presented the result of the recent patron survey. There were a total of 120 surveys. Donnalee stated that she would make the patron survey results available to all.
- B. Colorado Public Library Standards - Donnalee presented to the board her review of how the library rates compared to the Colorado Public Library Standards. Concerning collections the library exceeds the essentials. In review of facilities section the library is short in storage space. Donnalee also presented an update guidelines and timeline that the Colorado State Library recommend.
- C. Policy development and review - Donnalee reported that she had added the concealed weapon policy. Donnalee suggested that the board adopt policies session by session. The board agreed and asked that whatever policy will be reviewed be included on the agenda. Donnalee will email policies to the board members well before the next upcoming meeting. Tim suggested that a revision date be include on all policies.

VII. "To do" List

❖ Put approval of job descriptions under Action Items

VIII. Suspend the meeting - Tim suspended the board meeting to the public at 8:16 for 10 minutes. The next board meeting will be held on September 10th at 6 pm. The board members then went into Executive Session.

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