

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

Board Members Present: Lavenia McCoy, Don Magill, Tim Telep, 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 6:15 taking a roll call. Tim noted that the board had a quorum of board members present to conduct the meeting.
- ❖ Donnalee asked that agenda item V. C. Compensation philosophy be taken off the agenda for this month. Donnalee also asked if agenda item V. A. Tuition approval could be moved up so that Liz vonTauffkirchen could present her request early on in the meeting. The board agreed to both of Donnalee's request.
- ❖ Tim asked to add some follow up question under the Director's Report concerning the Conflict Resolution Training course that Donnalee attended. Had it been presented to the staff? Tim also wanted to know about the development of the video release form for the public and board information presented on the website. He asked that Donnalee address each of these issues during the Director's Report.

V. Discussion Item

- A. Tuition Approval - Library employee Liz vonTauffkirchen presented to the board a 7 pages report concerning obtaining a bachelor's degree in Information Technology Networking at an online university. Liz stated that she spends about 50% of her time working on the IT aspect of her position. Tim thanked Liz for all the effort that she put into her presentation. Liz stated that she would like to begin in January with only one class at this time. Donnalee stated that this would be acceptable within this year's budget and that it would be budgeted in for next year if approved. The board noted that there were no prices for the classes at this time. The board asked to have the first class cost, a projected cost and an annual cost with a timeline of classes before approval of tuition reimbursement.

Liz agreed to have all the information requested by the next board meeting.

II. Approval of Minutes and Treasure's Report

- A. Minutes - Tim asked if minutes from the special meeting had been taken. Donnalee noted that she had taken the minutes. Board member Judy London gave a summary of the special meeting. She noted that the meeting was to approve or disapprove Donnalee's recommendation that Judy Poe and Liz von Tauffkirchen be promoted to Library Assistant I, including a \$1.50 per hour raise retro to 4/12/09 because of the increase of responsibilities and duties with the vacancy that came about by Lee Hallberg's leaving the library. Valerie had asked Donnalee to send her information on how Lee's salary savings will be applied to the raise toward Judy Poe and Liz von Tauffkirchen. A special meeting had then been called for because the budget information needed had not be available at last month's meeting. Valerie Borge, Judy London, Russell Burwell and Lavenia McCoy meet with Donnalee on Monday, June 15 at the library. Judy London noted that after reviewing the salary savings the board members present approved the promotion and pay increase retroactive to 4/12/09. Tim asked that the minutes for this special meeting be presented at the next board meeting.

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

- B. Treasurer's Report - Donnalee reported that the library began the month of June with an operating balance of \$322,483.84. The library received \$548,288.68 in receipts. The operating expenses were \$7,412.52 with salaries and benefits totaling \$25,001.61. The Capital expenditure for the month of June was \$85,977.59 due to the part parking lot expansion and part computer purchases. The ending operating balance for the month of June was \$752,380.80. Donnalee noted that the library's CD interest is only noted annually. Donnalee also presented this quarter's budget report. Don Magill made a motion to accept the treasurer's report and budget report as presented. Judy London seconded the motion and all approved.

- III. Communications from the audience - From the audience Carter Little stated that he had been volunteering at the library for the past few years

but with the policy change he would not be able to volunteer because of the age limit. After much discussion, Jenni Tencza stated that she would check state and Federal laws concerning under age volunteering and report back to the board. Tim asked that this issue be included in Action Items for the next board meeting. To allow Carter Little to temporarily volunteer until this issue is resolved, Don recommended that Donnalee check with both the library's insurance and the law concerning under age volunteering. If it is allowable the board agreed to allow Carter Little to volunteer until the next board meeting when the board will address under age volunteering under Action Items.

Friends of the Library, Judy Gotthelf stated they had amended their by-laws to separate the position of Secretary/Treasurer. Their new Treasurer is Lydine Hannula. Jessie Martinez will continue as secretary. Judy Gotthelf reported that they made almost \$700 on the June book sale. They will be using the money to support the library's new audio & Ebook program. They will also help Judy Poe to advertise this program by donating \$500 this year. FOL will developing a incentive program that will award an IPOD to a patron that uses the new audio program offered by the library. Tim asked that the library staff demonstrate how this audio program works at the next board meeting. A goal of the library is to have download station for patrons to use. Judy Gotthelf stated that Russell Burwell has developed a book review for the library and ask that the board member who wishes to become involved do so. Suzanne Armstrong stated that the books of the library have greatly improved.

IV. Information Items

- A. Parking Lot - Donnalee reported that Marty Zwisler would be able to come to the August meeting to answer any questions that the board might have. Donnalee presented the board with a letter from Marty and a final completion cost report. Tim recommended that the library include the completion cost report with the budget report for patrons to view. After discussion concerning budget overrun, Donnalee noted that a 10% overrun was present in the parking lot proposal. Most construction contracts allow for a 10% over budget that does not need to be board approved. Donnalee stated that she would check with the town concerning a 4 way stop sign and the crosswalk and report back to the board at the next meeting.

B. Director's Report - (see Director's written report displayed at the end of the minutes). Donnalee stated that the library purchased 6 new computers. Four of the old computers will be used as game computers. Donnalee stated that she would have data from the patron survey at the next board meeting. Donnalee stated that since a lot the staff, including herself, has been on vacation she has not shared what she learned at the Conflict Resolution Training class but she will soon. She is still working on a video release form for the public. Tim asked if the library's website could have about 3 years of past minutes available. Also the Director's reports need to be added to the end of the minutes. Donnalee stated that she would work on about both issues.

C. Policy development & review - Donnalee present the board with a copy of the edited and reworked Policies for the library that was edited by Illene Roggensack. Most were grammatical and spelling. Illene suggested changing the title of VII Personnel Policy. Tim suggested changing it to *General Administrative and Management Policy*. Illene noted that the Disaster Policy is more instructive than policy. Donnalee stated that Durango Library will be presenting a class on Disaster policy and she would like to wait until she attends this class before working on the library's disaster policy. Tim suggested that the board review the document with the changes and then divide into workable section and go over each section one at a time during the public board meetings on the big screen over time. Donnalee will email a week or two before the board meeting which section will be reviewed to all board members so they will have time to familiarize themselves with that section.

V. Discussion Items

B. Job Descriptions - Donnalee presented to the board job descriptions for three positions at the Library Assistant level. Tech Services would be in charge of the backroom work, i.e. acquisitions, cataloging and processing. Children's services would be in charge of the children's collection, planning and delivery of programming. Patron services would be responsible for the circulation desk, services and collection for adults. These positions will be department heads. Judy London suggested that the job descriptions be more of active form such as: "demonstrates knowledge of" instead of "has knowledge of". The origination chart should be as followed: Director,

Assistant Director, Library Assistant I, Clerk. The board agreed that these job descriptions should be put onto the agenda for next month under Action Items to be voted on.

D. Salary advancement project - Judy London reported that the first issue would be to determine how many man-hours are needed to run the library, from full to part time employees. Next would be to develop a standard for hiring to determine if employees need to be hired or let go. Job descriptions and evaluations go together and should be connected to the employees hire on date. Base pay should be connected to the job descriptions with a beginning and ending salary. Bonus should be given as a lump sum but should not affect the base pay. Judy London stated that this project should be called "Salary Administrative project" and would need a timeline of 3 to 6 months to develop. Job descriptions and evaluations go hand in hand. Job grades should be established within the job descriptions. And research of other library's salary development should also be accomplished. Judy volunteered to work with Donnalee on this project in which Judy would not have the authority to direct Donnalee but to present what they both have developed to the board for approval. Judy stated that she would begin with working on designing a format for evaluations. The board agreed to give consensual approval to proceed.

VI. Action Items

A. Set Date for Executive Session for Director review process - Tim stated that staff surveys and board member evaluations need to be completed before meeting to evaluate Donnalee. The board agreed to meet on Monday July 20th at 6pm.

VII. "To do" List

- ❖ Minutes from the special meeting on June 15th
- ❖ Donnalee will check with the library's insurance and the law concerning under age volunteers
- ❖ Donnalee will check with the town concerning a four way stop sign at the intersection of Commerce Drive and Bayfield Center Drive
- ❖ Demo of the new audit program

- ❖ Donnalee will give a detailed cost analysis for the courses that Liz wishes to take for the tuition approval program
- ❖ Develop a video release form for the public
- ❖ Report on informing the staff concerning Conflict Resolution training
- ❖ Board information on the website
- ❖ Adding at least 3 years worth of minutes onto the library's website
- ❖ Put approval of job descriptions under Action Items
- ❖ Have screen set up for working on the policy document in sections
- ❖ Present results of the patrons survey

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 August 11th 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

Lee Hallberg has accepted the position of Library Assistant I, Patron Service. Kinsee Morlan has resigned to accept a position producing videos.

Tim asked about old minutes on the web site – the web site is currently in limbo since we are working on the construction of a new site.

Young volunteers – I have checked with our attorney and insurance company about volunteers who are minors and neither would strictly prohibit minors, it does complicate the process. I would like the Friends' volunteer program to have the best possible opportunity to succeed, possibly to expand at a later date. From a managerial viewpoint I would not recommend requesting the Friends to change their program.

Meetings – I attended the SW librarians meeting July 30, in Telluride. We always discuss what new in our libraries. We discussed the new library public awareness campaign in terms of how we can help and how it will help us. The goal of this campaign is not to build use, but rather, sustaining financial support for Libraries. The meeting after the meeting opened discussions of updating the Colorado Public Library Standards. Most libraries use this document to compare their library to others. The discussion centered around populations served, districts compared to city or county libraries, and financial support.

On Friday, Ross Callender RCallender@clicweb.org, our CLiC person visited our library for the first time.

August 4 & 5, I attended a continuing education class in Grand Junction about interpersonal communication skills. The meeting reviewed the fundamentals of communication, including the steps from receiving actual data to action. We explored how our individual perceptions, beliefs and views influence this process. We took an insight inventory to increase our self awareness and explored methods of enhancing our skills.

The patron survey is completed and tabulated for discussion later.

Personnel policies – Judy London & I are working towards the achievement of Objectives B, items 10,11 and 12 under Goal 1. We are reviewing the library's personnel policies and procedures and revising as necessary. We are developing clear concise job descriptions for each position, establishing pay grades for each position, and investigating comparable pay ranges. Hopefully it will be finished soon.