

**Lavenia McCoy Public Library**  
**Pine River Public Library District**  
Board of Trustees Meeting  
June 6, 2009

Board Members Present: Lavenia McCoy, Valerie Borge, 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 6:18 noting that the board had a quorum of board members present to conduct the meeting.
- ❖ Tim welcomed two new board members, Judy London and Russell Burwell to the board and thanked them for offering their time to the board.
- ❖ No additions or deletions to the agenda were called for.

II. Approval of minutes and Treasurer's Report

- A. Minutes - Tim stated that the May board meeting had been canceled because there was not a quorum of board members available. Tim noted that he would like the wording "board members" added to page 4 before the name of Tish Nelson and Sue Hinkle. Valerie also noted a word correction on page 4. Valerie made a motion to accept the minutes with the corrections noted. Lavenia seconded the motion and all approved.
- B. Treasurer's Report - Valerie reviewed both treasurer's report for the months of April and May. Valerie reported that the library began the month of May with an operating balance of \$299,743.09. The library received \$87,220.35 in receipts. The operating expenses of \$12,210.06 with salaries and benefits totaling \$36,228.59. The Capital expenditure for the month of May was \$41,077.49 due to the parking lot expansion. The ending operating balance for the month of February was \$297,447.30. Russell made a motion to accept both the April and May treasurer's report as presented. Judy seconded the motion and all approved.

III. Communications from the Audience - Friends of the Library, Judy Gotthelf welcomed both of the new board members. FOL also thanked Elizabeth (Liz) vonTauffkirchen for her foresight in offering the babysitting course. Judy noted that the FOL were able to provide the tote bags, which contained

items that could be used at a babysitting job. The tote bags were given to all that passed the babysitting course. Robin Duffy-Wirth, Red Cross Trainer, presented the course to 15 girls.

Judy noted that the volunteer program's paperwork was all in order. Volunteers will have mailboxes to check each day that will contain information on what needs to be done. Judy thanked Jenni Tencza for her help in obtaining the information to set up the volunteer program. Judy reminded the board about the book sale set for next Saturday during the Bayfield Annual Yard Sale Day.

#### IV. Information Items

- A. Parking Lot - Donnalee reported that the progress on the parking lot has been delayed because of rain but that it should be completed soon. Donnalee presented to the board a parking lot expansion cost update, which stated that the library budgeted \$173,227 for the project and the library has paid \$127,124 to date toward the project with \$36,385 remaining.
- B. Director's Report - (see Director's written report displayed at the end of the minutes). The board suggested that Donnalee send a Thank you letter to Robin Duffy-Wirth for giving the library a 43% discount for the babysitting course.

Donnalee reported that the candidate for Assistant Director that had looked favorable in April did not work out. At this time the library has more applicants to interview. Tim invited Judy London to help with the hiring process. Judy happily agreed to help out.

The board agreed with Donnalee that since the Bayfield Historical Society now has a permanent building that she could donate items that she listed in her report to the Historical Society.

Donnalee reported that she attend a course presented by MSEC (Mountain State Employment Council) concerning handling conflicts between employees. She stated that the library does not have such a problem but that it is a learning program. Tim suggested that she present the information that she obtained to the staff at the next staff meeting.

C. Policy development & review - Donnalee presented a copy of the library's policies for board review. The board decided that since the mission and goal statement had been adopted with the Long Range Plan there was not a need to include it within the Library's policies. After much discussion the board asked that the Library's policies be formatted with more step-by-step outline format instead of a loose paragraph format. Tim suggested that when the document was complete that page numbers be included. Donnalee noted that she added clarification to certain sections in red. Donnalee stated that the policies control the library and the by-laws control the board. Tim suggested that the board review the employee handbook after the library's policies have been reviewed, updated and adopted. Donnalee stated that she had removed the Library Bill of Rights, Freedom to Read and Freedom to View to an appendix. She had included a section on gifts, memorial and donations. Donnalee noted that the Circulation policy refers to confidentiality. The circulation manual, which is located behind the circulation desk, refers to fines, fees and such which the library staff can change when needed. Donnalee suggested to the board that Illene Roggensack review the library's policies and give her opinion. The board agreed that they would like to see Illene Roggensack's evaluation and suggestions concerning the library's policies. After much discussion about the public relations policy concerning photographs and videotaping by patrons within the library, the board asked that the director to develop a standard form that must be signed by patrons before photos or video are allowed by patrons within the library. From the audience, Jessie Martinez suggested that a revision date be included in the library's policy document so that patrons know when revisions were adopted. The board asked Donnalee to present the changes suggested by Illene Roggensack to the next board meeting for review.

## V. Discussion Items

A. Volunteer Program - Friends of the Library presented an application and guidelines to be used for the volunteer program.

B. Job Descriptions - Donnalee presented to the board a job description for library clerk, Library Assistant I- Children's services and Librarian for programs and public relations. Donnalee stated that she had divided past employee Lee Hallberg's job between Judy Poe and Elizabeth (Liz) vonTauffkirchen. After much discussion concerning developing a job

description for a position and not for the person, the board decided to add wording stating that other duties might be added as assigned by the director. Tim suggested that the board include to the Long Range Plan under goal #1, objective B, item 11 that job descriptions be reviewed and revised every two years. Judy London suggested that evaluation should be done on the employees' annual anniversary instead of in the fall. Tim suggested that Illene Roggensack review the library's job descriptions and check on what positions should be evaluating and by whom.

C. Compensation philosophy - Donnalee presented a compensation philosophy instead of a policy. Donnalee stated that the Mountain States Employment Council does not recommend a policy concerning annual raises/promotions since you then have to abide by those policies. Under Cost of living adjustment, Valerie would like the wording changed from "Employees shall" to "Employees may". The board agreed to continue using the CPI Cost of Living chart for comparison but to continue looking for a better comparison for the library. Under Annual Salary Increases Valerie asked to remove "The increase will be based on the District's increase in tax revenue; if district revenue increase by 5% or more the annual raise will be 3% of current salaries. If the District suffers a decrease in revenue or is unable to support raises none will be allotted" because it is too specific. Tim suggested "Each year the Board of Directors may consider an overall increase to the pay plan in the yearly budget as revenue and circumstance dictate." Judy London also recommended that the section Outstanding Performance Award and Outstanding Performance Award Process be removed. The board agreed but would also like to have Illene Roggensack review the Compensation Philosophy with the job description and evaluations.

## VI. Action Items

A. Tuition approval - Donnalee presented Judy Poe's application for tuition reimbursement to Central Carolina Community College. Donnalee stated that we have budgeted enough for this reimbursement. Russell made a motion to accept the application. Valerie seconded the motion and all approved.

Donnalee also asked about Elizabeth (Liz) vonTauffkirchen taking computer classes through the University of Phoenix. After much discussion the board asked the Liz present a one-page summary of what courses she would take

and how it relates to her position at the library.

B. Approval of promotions - Donnalee recommend 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 vacant that came about by Lee Hallberg's leaving the library. Valerie 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. Judy London made a motion that once Valerie had received the information needed that the board conduct a special meeting to either approve or disapprove the recommendation made by Donnalee. Valerie seconded the motion and all approved. Board members Russell Burwell, Judy London and Lavenia McCoy will conduct a special meeting on Monday at 3pm at the library to vote on this recommendation.

VII. "To do" List

- ❖ Have Illene Roggensack review the library's policy, job description and compensation philosophy with the revisions made by the board.
- ❖ Donnalee will donate items to the Bayfield Historical Society.

VIII. Adjournment - Tim called for adjournment at 8:31 to the public meeting. The next board meeting will be on July 9<sup>th</sup> at 6pm.

IX. Executive Session - Tim 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.

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

## Director's Report

Hiring - We have received 3 new applications, 2 were phone interviewed and we are checking references on them.

Circulation comparison June 08 to June 09 - increase 30%. May 09 to June 09 -- 18% increase.

The annual replacement computers have been purchased and installed. Some of the older computers will become game computers and some will go.

I have met with Brainstorm and we are back on track to install the new phone system and start the T-1 service by mid August. Naturally we will not know about e-monies until January.

Programs - The gardening series finished as a rousing success attracting 460 people to the Library. Wow! A total of 339 people attend adult programs in June.

The patron survey is available in the library and on our web site through Survey Monkey. There is one in your packet, please complete it.