

**Lavenia McCoy Public Library  
Pine River Public Library District  
Board of Trustees Meeting  
March 12, 2009**

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

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

- ❖ Don called the meeting to order at 6:13 noting that the board had a quorum of board members present to conduct the meeting.
- ❖ No additions or deletions to the agenda were called for.
- ❖ Don welcomed back Tim to the board.
- ❖ Tim requested that Don conduct the meeting at this time. Don agreed to do so.

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 February with an operating balance of \$228,725.03. The library received \$21,964.74 in receipts. The operating expenses of \$17,087.29 with salaries and benefits totaling \$25,247.32. The ending operating balance for the month of February was \$208,355.16. Lavenia made a motion to accept the Treasurer's Report as presented. Don seconded the motion and all approved.

III. Communications from the audience - Representing the Friends of the Library, Judy Gotthelf welcomed Tim back to the board. Judy reported to the board that the FOL just had their annual meeting and one of the people elected, as an officer, was Russell Burwell as Vice President for a one-year term. Judy stated that the FOL developed a list of activities that would benefit the library and would like to present it to the board at the next board meeting. The board agreed. The FOL asked the board about the status concerning Tish Nelson who is a board member that has not been able to attend any board meeting over the past 8 months due to her work situation. Judy noted that she believes that the library's by-laws state that if a board member misses 8 consecutive meetings that the board member should be replaced. The board

asked Donnalee to check into the by-laws concerning this issue and to check with Tish Nelson and Sue Hinkle concerning remaining on the board of directors. Don noted that Sue Hinkle had been unable to attend a few board meetings due to sickness. Judy asked if Sue would be willing to replace Tish since Sue is only an alternate. Also Judy asked if the board should have a second alternate so that the board could maintain a quorum. Donnalee stated that she would look into these issues and report back to the board.

Russell stated that one of the programs that the FOL would like to present to the board is a volunteer program for library help. Don welcomed Russell and stated that the board would look forward to a report on a proposed volunteer program from FOL at the next board meeting.

Lori Dalson reported to the board that the library has become very noisy especially in the afternoon when kids are out of school and using the computers. Tim suggested that the library and school system teach kids the proper way to conduct themselves in a library. Jenni Tencza reminded the audience and board that we are a "one room" library. Also that the library system has changed over the years with the addition of computers.

The Bayfield Study Club presented a PowerPoint proposal concerning the further development of the Bayfield Study Club reading room. BSC reported that the display case has been ordered. The BSC would like to have a permanent wall display for photos, text and newspaper items. They would also like to display a timeline of the history of the library. They would like to change the display in the display case every 6 months instead of the 3 month period on recommendation from the staff at the Fort Lewis College which storage the items. The BSC also requested that the sign for the reading room be displayed over the doorway in large black lettering. They would like to have the bookcases removed so that they could use the wall space for their displays.

Valerie questioned the purpose of the reading room and that it should be maintained as a reading room for the use of the patrons and not become a museum- type room. Tables and chairs should be kept in the room. The library is limited on space and the BSC room should be maintained as a reading room.

After much discussion concerning displays for the wall, the board would like to maintain the room as a reading room for the patrons of the library. Lavenia noted that the Pine River Historical Society will be converting the Bayfield old town hall into a museum and this would be an excellent place to display the

photos and other wall items.

Concerning the signage of the reading room, the board had approved the use of a plaque naming the room with a list of the founders at the January board meeting. The BSC suggested the use of a brochure that they could present the history and a timeline of the BSC and the library to the patrons. Don agreed that the room should be recognized and dedicated at an event in the near future. After further discussion the board agreed that they would like to keep to the proposal concerning the BSC reading room as presented and approved at the January board meeting. To review,

- A display case to be used by the BSC for memorabilia that will be rotated every 6 months instead of every 3 months.
- A plaque to dedicate the room with the names of the founders, a guest book for patrons to sign after visiting the room, which would be reviewed in one year's time.

Don Suggested that a photo of the old library could be displayed. The final results/drafts of what had been decided would be presented at the next board meeting.

#### IV. Information Items

A. Director's Report (see Director's written report displayed at the end of the minutes). Donnalee asked the board for suggestions concerning a place for a formal interview with the finalist, Tessa Michaleson. After much discussion Donnalee will check with Pam Bliss about using her restaurant and having Pam cater the event. The board would like all the committee members that were involved with the hiring process to attend this interview. Donnalee will have prepared questions for Tessa. Tim suggested sending the questions to all the committee members before the meeting and let them list their top ten questions in order of importance to them.

Don suggested that the library staff include their names within the books that they pick that are to be added to the library collection. That way a patron who likes a certain type of books' picked will know the person responsible.

B. Elementary Web Bookmarks - Tim presented to the board a website where Bayfield Elementary staff are creating an Internet based collection of website bookmarks that could be placed on the library's internet browser

bookmarks bar. This would be a way to easily share Bayfield Elementary School internet resources with the community. The web address for this site is <http://www.ikeepbookmarks.com/bayfieldelementary>. The board agreed that this is something the library staff should look into.

## V. Discussion Items

- A. Planning to expand the library - Donnalee informed the board that it usually takes between 6 months to 1 year to develop a plan for any type of expansion to the library building. At this time Tim does not feel that the library is ready to consider expansion because the library's organizational policies specifically the library's personnel policy are not in complete form. Don suggested that at the next board meeting that Donnalee review the library's policies and how they are being implement at this time. The board can then determine what needs to be worked on. The board agreed. Don asked Donnalee to add this to next month's agenda under Discussion Items. Don would also like to keep the discussion of the library's expansion on the agenda under Discussion Items.
- B. Technology Plan including E-rate - Lee stated that the board needs to choose between upgrading the most needed portions (specifically adding a T-1 line) this year or wait until the library receives the letter of "Funding Commitment decision" that will give the library a reimbursement of 60% which may take until the end of the year to receive. At this time when many users are online the computer system slows down especially at the circulation desk. Don asked about the use of fiber connection, which that library has access to. Lee stated that he would look into which would be better, T-1 or Fiber.

## VI. Action Items

- A. Resignation - Donnalee made a formal announcement of Lee's resignation. Lee and his family will be moving to California. Tim made a motion to regretfully accept Lee's resignation. Valerie seconded the motion and all agreed. Lee's last day will be April 4<sup>th</sup>. The board thanked Lee for all the hard work and devotion he has given to the library and wishes him good luck in his move to California.
- B. Retirement Plan - Valerie reported that Dave Saleh from Edward Jones Investments had met with the board and staff members concerning

devolving a Simple retirement plan for the library staff. The board had determined that a Simple IRA would work best for the library staff. The library will offer the Simple IRA to all employees that will earn at least \$5000 in a year working at the library. Valerie recommended that the board accept this plan with the library's contribution to be up to 3% of a match to what the employee contributes. Valerie stated that this plan would help attract new employees and help keep the great staff the library has at this time. Don thanked Valerie for all the work that she has contributed to the development of a retirement plan for the library. Valerie made a motion to accept Donnalee's recommendation for the proposal from Edward Jones Investments to process with a development of a Simple IRA to be offered to the library staff. Lavenia seconded the motion and all agreed.

#### VII. "To do" List

- ❖ Lee's going away party to be set for April 5<sup>th</sup> in the evening. Donnalee will organize a potluck dinner with the library providing the main course and everyone bring a side dish.
- ❖ Checking status of Tish Nelson and Sue Hinkle to get clarification concerning their positions on the library's board.
- ❖ Check with CLIC concerning ways to manage noise in the library
- ❖ Jenni will work together with FOL to develop a volunteer program
- ❖ Put the Long Range Plan with the revision noted onto the website with them marked as "Draft" and also have them available in the library. The revisions will be adopted in May

VIII. Adjournment - Don called for adjournment at 8:33 to the public meeting. The next board meeting will be on April 9<sup>th</sup> at 6pm at the Bayfield School Administration Office.

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

## Director's report

Across Colorado Digital Overdrive - Overdrive web site up and working, testing with patrons, not on our web site, because of cataloging.

Recorded Books! We are having patrons test drive the process, so far so good. Judy is working on the cataloging. We are about to import 1800 records and we want it right the first time. Judy has the media player up and working. (Process: patron signs up for account in library then goes home and downloads media player and then download books - audio or e-books.)

Programs - We have a "stellar" lineup of spring programs coming up, including an eleven-part gardening series culminating in a Bayfield Farmer's Market Preview with the market vendors arranged by Judy Poe, three life-long learning programs featuring speakers from Ft. Lewis College, two author talks, a series for singles, and computer classes. All of the programs utilize talented professionals from our community.

Adult programs offered in March.: 14

Adult program attendance for March.: 159

Liz kicked off the month with her first Home School Event ever. This event was very successful with 75 attendees. We went over the Dewey Decimal Classification System and using the databases on the Library's website. Karen had 15 people in her "Facing Facebook" program. Liz & Karen co-sponsored the Legally Securing Your Financial Future which was very well received.

Hiring - Assistant Director position. We reviewed the applications and received 2 new ones then selected four people of interest. Two had found other positions, we have phone interviewed one and have one to arrange. Clerk - we received 13 applications, interviewed 3 and prepared to hire one.

Continuing Education - Cathy, Judy & Karen will be attending the spring Workshop in Pueblo April 16 & 17.

Bookmarks - Karen is creating bookmarks, samples available.

Noise - There is no real answer to the noise problem. There was a discussion at the Director's training in Ignacio, other libraries face the same problem with no real solution. The staff will try to keep the children quieter, however, we want the children to be comfortable.

Computer use for children - Karen & Liz did some research, discovering that computer use is recommended. I have some articles if any of you would like to read them. The parents are responsible for their children, we can make the information we found available to them.

Breast Feeding Sign is not the recommendation of the library staff. Colorado State Law gives women the right to breast feed in public. We feel that as librarians we have no right to neither encourage or discourage the practice, it is the personal preference of each Mother.