

Lavenia McCoy Public Library
Pine River Public Library District
Board of Trustees Meeting
April 8, 2010

Board Members Present: Lavenia McCoy, Tim Telep, Russell Burwell, Judy London and Valerie Borge. Also present was Donnalee Baxstrom the Library Director.

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

A. Roll Call -Tim called the meeting to order at 6:21 taking a roll call. Tim noted that the board had a quorum of board members present to conduct the meeting.

B. Addition or deletions to the Agenda - Tim asked the board to add under Information Items, Discipline Policies. The board agreed to have it added to the agenda.

II. Approval of minutes and Treasurer's report

A. Minutes - Valerie noted that Judy London, Russell Burwell and herself meet with the Director Donnalee Baxstrom on February 27 to review the Long Range Plan and minutes of that study session were specifically limit to the proposed changes made to the Long Range Plan.

Review of the minutes from the February 11th and March 18th board meetings. Tim asked to have added in the February 11th minutes, "Tim asked Donnalee if all was ready to begin the hiring cycle for the position of Assistant Director. Donnalee confirmed that everything was ready" at the end of Action Item E. Job Descriptions. After review of both the March 18th and February 11th, Russell made a motion to approve both minutes with the corrections noted. Valerie seconded the motion and all approved.

B. Treasurer's Report - Valerie noted that this was the end of the first quarter and that the board should review the stasis of the budget report along with the cash balance report. Valerie reported that the library is on target concerning the budget. Valerie reported that the library began the

month of March with an operating balance of \$214,395.88. The library received \$124,195.20 in receipts. The operating expenses were \$11,934.18 with salaries and benefits totaling \$38,183.29. The ending operating balance for the month of March was \$300,407.79. Lavenia made a motion to approve both the quarterly report of the budget and the cash balance for the month of March. Judy seconded the motion and all approved.

III. Communications from the audience - Friends of the Library President, Judy Gotthelf asked for a progress report concerning the stains on the concrete. Donnalee reported that they had attempted to remove the stains but have not been able to remove the stains at this time. It was suggested that the library staff contact one of the concrete companies for advice. Jessie Martinez asked about the progress of developing a youth task force. Donnalee reported that Ignacio has developed a youth task force called "Youth Forum". Donnalee plans to continue going to the meetings and hopefully become involved. Donnalee reported that the aim of the next meeting was to ask the kids what they would want. Tim suggested contacting someone at the Middle school such as the counselor for guidance and suggestions. Tim asked if Donnalee had spoke with the staff about the role the library might play concerning the "Youth Forum". Donnalee stated that she had not spoken to the staff. Tim suggested that the staff have a discussion concerning how the staff could become involved. Donnalee stated that she would continue going to the meetings.

IV. Information Items

A. Director's Report - (see Director's written report displayed at the end of the minutes) - Donnalee directed the board attention in the report to an incident where a boy climbed onto the roof of the library from the patio area to retrieve his hacky sack. In the Director's report Donnalee received suggestions and asked the board their opinion. Judy asked if the roof could be slanted. Donnalee stated that she would ask. Tim asked if the G3 planners could suggest a resolution to this issue.

Donnalee presented to the board a document listing unacceptable behavior titled "Behavior Expectations". Listing 14 behaviors that will not be tolerated. Tim suggested adding, " While on library property (internally and externally) the following are unacceptable." The board agreed with Tim's

suggestion. Audience member Judy Clarke asked if there were position interaction with the teens. Building bridges between the staff and the teens. Tim noted the many programs that the library offers to the teens. This document is only to empower the staff that when unacceptable behavior is being displayed, by anyone, the staff has a course of action to be taken.

Audience member Judy Clarke asked about morning cleanup of the front entrance. When asked by Tim if the staff have a morning check list, Donnalee reported that at this time they do not but that she would initiate a morning check list for the staff for inside and out. She would also check with the cleaning staff on what they clean and review this with the board at the next board meeting.

Donnalee reported that at this time the library has received 13 applications for the position of Assistant Director. The ad will close on the 30th. The committee will begin phone interviews.

Tim noted that the maximum occupancy sign has been posted within the meeting room.

B. By-laws Report, Development Committee & Board Policy - Russell reported that the By-laws are in good shape. Russell also reported that the Development Committee has received 5 applications for board members. The committee would like to develop a more diverse board. Russell thanked staff member Lee Hallberg for his help in putting up notices concerning applying for Board of Directors.

C. Discipline Policies - Judy London gave an overview of a proposed discipline policy for employees of the library. A set of guidelines to be followed by the staff, a clean course of action to be taken and a time frame to be followed. Judy noted that she would email the first draft to the board for further review and asked to have this item put on the agenda under Discussion Items for the next board meeting.

V. Discussion Items

A. Timeline to review Long Range Plan - Tim suggested that the board review suggested changes to the LRP before the meeting on April 22.

B. Behavior Expectations & Policy III - The board wanted to add " with the permission and at the discretion of the director" concerning weapons on library property.

C. Policies - Sections IV- VI - The board reviewed these sections and made no changes.

VI. Action Items

A. Policies - Russell made a motion to accept Sections III, IV, V and VI with the addition of " with the permission and at the discretion of the director" under Section IV - Concealed Weapons Policy. Judy seconded the motion and all approved.

B. Performance Evaluation and Compensation - Donnalee was asked to check with the Durango Library concerning the type of policy for Performance Evaluation and compensations. Donnalee reported that the Durango Library had not received raises at this time. Donnalee also noted that there are not many libraries that have this type of policy in writing. Donnalee restated that she is in favor of the pool type policy and Judy restated that she is in favor of the merit type policy. After much discussion debating the pros and cons of each type of compensation procedure, Judy London made a motion to adopt the compensation policy presented which is based on merit increases which is to be based on employee evaluations, which will be completed within the month of their hire date. Also that we budget appropriately and that the staff put this into motion within a month's time. Valerie seconded the motion. Tim, Lavenia, Judy and Valerie approved the motion. Russell abstained from the motion noting that even though he believes this policy is amiable, he did not believe this policy would not work.

C. Library Space Planners - Donnalee reported that after receiving comments back from the G3 Planners, she felt that the G3 Planners were unclear in the directions that the board wished to achieve. The board agreed that the information that they received back did not achieve the goal that the board had stated to the G3 Planners. There were not clear directions or set plans on how to move forward with the improvement for the library. Tim suggested a conference call along with the Director and a couple of board members to

talk to the G3 Planners to clarify the library's needs, priorities and the directions the board would like to move. A more visional type plan.

VII. "To do" List

- ❖ Review the morning procedure
- ❖ An update from the Board Development committee
- ❖ An update concerning the hiring progress for the Assistant Director
- ❖ Put the Dispensary Policies under Discussion Items on the agenda
- ❖ Check with Mike Branch on who the library should send 1099 tax forms

VIII. Suspend the meeting - Tim suspended the board meeting to the public at 8:30pm. The next board meeting will be held on May 13th at 6:15 pm. The board members then went into Executive Session.

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

GOAL 1: HUMAN RELATIONSHIP

To treat all people – patrons, staff, and members of the greater community – as our most valuable asset

Objective A. Increase patron satisfaction to 100% through a helpful, knowledgeable, and available staff.

We lost about \$1000 of materials in the last 6 months. In an attempt to improve, we revised our method of collection of overdue materials with the Marshal's office and changed the restricted amount to \$5 in fines before a patron is blocked from material or computer use.

1. Respond to community requests and desires in a thoughtful, receptive, and timely manner.

Many patrons are taking advantage of our new service of proctoring exams.

Objective B. Improve staff satisfaction, internal communication, and employee effectiveness.

2. Hold bi-weekly staff meetings to set and review monthly goals.

Conducted our weekly staff meetings throughout April.

Continuing to develop the staff vision statement.

GOAL 2: COLLECTION ENRICHMENT

To develop and maintain an up-to-date collection that informs, entertains, challenges, and responds to the needs and interests of a dynamic community of patrons.

Objective D. Create a Collection Development and Management Policy.

1. Hire Librarian- MLS required

The Library has received 26 resumes resulting in three phone interviews and one in person interview.

2. Determine evaluation criteria for removing and adding materials.

New pruning policy is proving to be effective; 87 obsolete, tattered books have been removed from the collection.

Objective E. Increase collection size by 25% annually for next three years. Increase to include electronic resources.

3. Acquire new materials, based on Collection Development Policy, including e-books, downloadable audio/video, and more music.

Two e-book readers will join the one we have. We will check the readers out to adults only due to the value of the reader. According to a Gadgets webinar, the iPad and other brands of similar products

will drive the price of simple black & white readers down to \$50 to \$100 before Christmas. The reduced price would allow us to expand the e-book program if we can establish a positive patron response. Added two Kill A Watt Electric Usage Meters to the collection donated by LPEA. The staff has been testing it on the electronic devices at the library.

3. Provide electronic reference and databases, as well as age-appropriate software for school-age children.

The AIRS databases will be continued for 2010 at \$475. The 2010/2011 package will include all the content from the 2009/2010 as well as Academic Search Premier, Business Source Premier and Master FILE Premier for all Colorado academic, school and public libraries at a 5% discount.

GOAL 3: PROGRAM PLANNING & SERVICE DEVELOPMENT

To increase community participation in the Library through fun, interesting, and useful programs which encourage patrons to develop an interest in reading and lifelong learning.

Objective H: Maintain current level of program and class offerings.

1. Respond to patron requests and needs for programs & classes by providing them.

Number of programs offered for adults April 2010: 13

Total attendance at April 2010 adult programs: 199

Programs:

-Look Into My Eyes: Iridology and Your Health 7-8:30 pm, Tuesday, April 6: Attendance 21

-The 2010 Get Your Green On Gardening Series – Permaculture! A series of 2 movies and 3 programs focusing on the local food movement & Permaculture. Series started in April and continues into May.

-Food Inc Movie 7 pm 4/7: Attendance 14

-Fresh: The Movie and discussion: Attendance 34 Discussion at this movie resulted in the creation of a new monthly Documentary Movie & Discussion Night sponsored by the Friends of the Library. The Friends allocated funds for the purchase of our monthly movie at their last Friends of the Library meeting.

-Why Permaculture? An Introduction to Permaculture Principles April 19th 7 pm: Attendance 14

-Permaculture Design: A Practical How-to April 26th 7 pm: **Attendance 20**

-Rainwater Harvesting: May 3rd 7 pm: **Attendance 18**

-A Good Yarn Knitting Club 3 meetings in April: Attendance total 15

-Drawing Horses 7-9 pm, Tues. April 13: Attendance 16 Note: This program had a great mix of adults and kids. Everyone was having so much that they didn't want to leave when the program ended. The teacher, Meisa Chase, does an excellent job.

-Book Discussion: The Help by Kathryn Stockett 7 pm Monday, April 19: Attendance 4

Next time we are re"vamp"ing even more by offering a book discussion which compares Stephenie Meyer's Twilight and Jane Austin's Pride and Prejudice. The team Jacob poster was so popular someone took it home without asking.

-Poetry Night with Pam Uschuk 7-9 pm, Tues. April 20: Attendance 7

-Movie Night at the Library Avatar April 24: Attendance 31

-Radon Mitigation: Rid Your Home of Radon 7-8 pm, Tues. April 27:

Attendance 12

-Intro to Quicken 6-9 pm, Thurs. April 29: Attendance 11

We are expanding the computer classes for the summer and we will continue to offer individual "Ask a Computer Person" sessions for patrons.

Storytime spring session wrapped up this month with good attendance. The last Storytime unit was Pirates; the children went on a treasure hunt and made treasure chests to take home. Storytime will resume in September.

Jammin' Juniors also wrapped up in April, but will return in September.

Fun with Science concluded for the year in April. This annual program was very popular this year; the rocket unit especially (time was donated to the program by Scott from Fast & Loud in Durango, a great guy).

Objective I: Determine and respond to the program, materials, and informational needs of local schools and education groups.

2. Meet with schools, education groups, and agencies to determine community needs the Library could meet.

Donnalee and Liz visited with Jen Leithauser from BHS here at the library. Donnalee and Liz also visited Jan Strahan at the Middle School and Darla Butero at BES. Lee and Donnalee visited with Joey Lowe at BEPS. These visits are part of our ongoing efforts to maintain close ties with the schools.

Jenni and Liz were fortunate to be able to visit the High School to promote Summer Reading. This visit went exceptionally well. Karen made ads for SRP and wrapped them around sticks of gum, which were then distributed to the kids.

Darla Butero set up opportunities for Liz to address every grade level with the exception of Kindergarteners at both BES and BEPS to promote SRP. These presentations went well.

Lee and Liz were fortunate to have the opportunity to visit BMS to promote SRP during both lunch periods.

The Teen Advisory Committee had their second meeting in April.

Topics included suggestions for the collection and programs the teens would like to see at the library. We also held a meeting on May 4 in which the teens helped clean up the trash on library property and tested out the new Wii games.

Donnalee attended the Friends of the Library Meeting and the Chamber of Commerce meeting.

Objective J. Offer at least two user-specific programs per quarter.

3. Present programs to users.

Due to the large number of teenagers reading Manga (Japanese comic books), we have started a Manga Club in which we discuss all things regarding Japanese culture. The first meeting was in April, we had 10 teens attend.

GOAL 4: MARKETING AND PROMOTION

To promote the Library's resources to the community

Objective L - Increase the public's awareness of the Library's available resources for adults, teens and children

In April, Karen participated in the Colorado Association of Libraries (CAL) Lobby Day. The purpose of the day was to encourage lawmakers to understand the value of funding libraries. Using the motto "Libraries Mean Business," the group focused on how libraries affect the bottom line for Colorado businesses by offering training, information, and other resources. Karen was in charge of creating flyers and handouts for the April 14th event.

1. Publish a quarterly newsletter to be given to patrons at check-out.

Our monthly newsletter has been printed and distributed to patrons.

GOAL 5: FACILITY PLANNING

To provide an attractive, comfortable, highly-functional Library facility large enough to accommodate Bayfield's growing population.

A patron was leaving the building when a ceiling tile fell almost striking him. I had a local fixit person come to replace that tile and check the rest of the lobby ceiling. The ceiling is stable, the fallen tile was cut just a little short in

combination with the slight settling of the building appears to be reason for the fall.

Objective N. Consider and evaluate the possibility of the development of various types of expansion.

1. Separate space for teens

As a point of curiosity we collected numbers for two weeks and concluded that we average 16 teens in the library each evening.

Objective O. Plan for future expansion based on projected population growth and patron feedback.

2. Investigate costs.

I am attempting to provide different spending analysis to anticipate the future needs and possible expansion.

GOAL 6: EVALUATION

To ensure the goals and objectives of the Library are being met.

GOAL 7: TECHNOLOGY