

**Lavenia McCoy Public Library
Pine River Public Library District
Board of Trustees Meeting
February 11, 2010**

Board Members Present: Lavenia McCoy, Tim Telep, Russell Burwell, Valerie Borge and Judy London. Don Magill was present via computer link. Also present was Donnalee Baxstrom the Library Director and CPA Michael Branch.

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

A. Roll Call -Tim called the meeting to order at 6:17 taking a roll call. Tim indicated that Don Magill, who is in Texas at this time, would be able to participate in the meeting via computer link. Tim noted that the board had a quorum of board members present to conduct the meeting.

B. Addition or deletions to agenda - Tim noted that since the agenda was lengthy, the he would like to postpone some agenda items. All of Section V. Discussion Items and Section VI. Action Items, agenda item A. Policies. should be postponed until next month. The board agreed with Tim's recommendation.

Audit - CPA Michael Branch reviewed certain pages within his audit document with the board. The balance sheet and revenue sheet. Michael noting that the library is in the strongest financially position to date. The library has been able to build up its cash reserve significantly. Michael suggested that the library could build an extension and would "have money to spare". Michael recommended that the board review the audit document and if the board had any questions he would be willing to return to the next board meeting and answer any questions that the board might have. The board thanked Michael for his report.

Tuition Program - Lee Hallberg and Karen Lemke stated that they had both been accepted to Clarion University. They presented to the board an application for tuition. This University offers a 100% online Master of Library Science program. The cost per semester would be \$2677 for two classes. Lee and Karen would begin in the fall of 2010. The program will take

6 semesters or two years to complete. Lee and Karen are both currently looking into scholarships and other financial assistance. The board agreed that the library would be able to offer financial help once Lee and Karen have determined the cost of the program less any scholarships that they might obtain. Tim suggested that the library staff develop a checklist of how an employee of the library should proceed when interested in applying for tuition funding from the library.

II. Approval of Minutes and Treasurer's report

A. Minutes - Judy stated that under Communication from the Audience, it should read "Judy London thanked Donnalee for her presentation of the educational class concerning books from leather binding to digital." Russell made a motion to approve the minutes with the correction noted. Valerie seconded the motion and all approved.

B. Treasurer's Report - Valerie reported that the library began the month of January with an operating balance of \$649,854.14. The library received \$4,272.27 in receipts. The operating expenses were \$19,542.69 with salaries and benefits totaling \$33,909.25. The ending operating balance for the month of January was \$620,217.16. Judy made a motion to accept the treasurer's report presented. Russell seconded the motion and all approved.

III. Communications from the audience - Friends of the Library President, Judy Gotthelf thanked Judy Poe for all her work on the library's new and updated website. Judy Gotthelf stated that it was beautifully done and easy to navigate.

IV. Information Items

A. Director's Report - (see Director's written report displayed at the end of the minutes) - Valerie suggested that if a numbered objective was not discussed at this time, it should be noted by listing the number associated with the objective and noting that they were not discussed at that time. Donnalee stated that at this time the library is well covered by insurance.

Hiring update - Donnalee reported that she had completed the review of all the documents and she recommended that the board begin choosing the people to be on the search committee.

Web site and emails - Donnalee reported that with the library's new web address, all board members would still be receiving forwarded emails from the new site. The board members would just need to allow the new web address on their email account.

VI. Action Items

B. Performance Evaluation and Compensation - Donnalee presented to the board a report on the library's pay grades and two options to determine performance rewards. Donnalee would prefer to use a salary pool to determine the amount of the reward. Judy believes that performance rewards should be rated on the individuals overall good performance only. Or a merit system. Donnalee stated that merit within a library system is harder to rate. Judy stated that an employee that just "shows up" would receive the same merit reward as an employee that goes beyond what is required of them. Russell suggested that the library incorporate both options. Tim asked that Donnalee check with the other libraries to determine what they use and their opinion about both options. Don stated that performance rewards should be rewarded on their hire date not in November or December. Tim suggested that the board think about both options and have this issue back on the agenda for next month.

C. By-laws Report, Development Committee & Board Policy - Russell reported that the County Commissioners had approved our updated by-laws. Except that the by-laws state that the board can remove a board member. The County Commissioners are the only ones that can remove a board member. Russell has made the correction. Russell also noted that Tim's title by the County Commissioners is noted as Chair not president.

Development Committee - Russell noted that in the Responsibilities and Authorities of the Library Board of Trustees, the board should select a nominating committee to select people that they would recommend to be on the Board of Trustees. The committee would make their recommendation to the Board. The committee will present to the board all applicants for

review. The Board presents their recommendation to the County Commissioners. After a period of two months, if the County Commissioners have not selected a new board member, the board's recommendations become valid. The committee would then orientate the new board member. Present the new board member with a trustee's manual. And discuss all pertinent issues involving the library. Valerie thanked Russell for all the work that he had accomplished concerning our relationship with the County Commissioners and updating the library's by-laws. Judy made a motion to approve section B and C under Responsibilities and Authorities of the Library Board of Trustees as updated by Russell. Valerie seconded the motion and all agreed. Tim asked Russell to chair the nominating committee. Russell agreed to chair the committee.

D. Schedule Long Range Plan meeting - The board agreed to meet on February 27 at 1pm at the library with Donnalee to discuss the Long Range Plan. The goal would be to select items within the LRP that need to be changed or updated. And to update the timeline to accomplish this changes.

E. Job descriptions - Donnalee presented to the board a revised job description for the Library Director and Assistant Director that indicated in blue lettering the changes that the board and staff had developed. Donnalee noted that the changes were clarifications of job roles, mainly clarifying the line of communication between these two positions and the rest of the staff. Judy noted that this document shows what is expected for each position. Russell made a motion accept the changes presented. Valerie seconded the motion and all approved. Donnalee note that the salary range had not change for the Assistant Director. The board agreed to maintain the salary range for the hiring of an Assistant Director. Tim asked Donnalee if all was ready to begin the hiring cycle for the position of Assistant Director. Donnalee confirmed that everything was ready.

F. Library Space Planners - Donnalee presented to the board a packet of information from the Group 3 Planners who specialize in library space planning. Donnalee stated that the Mancos library has used this company and they were very please with the outcome. Donnalee noted that this company has not visited the library at this time. The Group 3 Planners sent a proposal but had not included the first step that the library would like to accomplish. The library would like to reevaluate the use of space within the

library structure and develop a better utilization of that space before we consider a building expansion. The Group 3 Planners then sent another proposal outline the scope of work for better utilizing the existing space. Donnalee noted that the Group 3 Planners had sent a fee schedule within a contract. The cost would be \$3600 plus any additional miscellaneous expenses. Their hourly rate is \$120 per hour. Tim stated that the board and library staff agreed that receiving outside help in reutilizing the library space is essential for the growth of the library's usability. Russell agreed to review the contact. Tim made a motion to accept the contacted proposal on the contingent of Russell's approval and authorizing the cost up to \$5000. Judy seconded the motion and all approved.

G. March Board meeting - Because Donnalee would be out of town for the scheduled meeting, the board moved the March board meeting to March 18th.

VII. "To do" List

- ❖ Check with Durango's library concerning performance evaluation and compensations
- ❖ Policies Section IV-VI review
- ❖ Report on special meeting concerning the Long Range Plan
- ❖ Hiring update
- ❖ Review salary ranges
- ❖ Donnalee needs to check with payroll concerning the tuition program
- ❖ Lee could research the cost and maintenance of "Thin client network" for the library's computer system.
- ❖ Donnalee will contact the Senior Center and Fire department concerning developing a youth task force

VIII. Suspend the meeting - Tim suspended the board meeting to the public at 8:17pm. The next board meeting will be held on March 18th 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.

I was interrupted by a staffperson because a patron want to talk to someone in charge, naturally fearing that we had new problems, I was pleasantly surprised to learn that this patron wanted to compliment our excellent service and positive about comparing our audio collection to other neighboring libraries.

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

Re-organized the library's intranet; deleted no longer used files and made others more easily accessible . Staff meeting minutes will now be posted here for all to find.

1. Have two staff available for patron assistance at all times.

We work off of a base staff schedule that is amended twice per year. In the past few months we have been operating with a reduced staff. Due to fewer staffing hours we have had difficulties staffing the library appropriately at all times, and planning and support may be in jeopardy.

2. Provide for staff development and training programs and require all staff to complete three trainings annually: one in-house, one online, and one outside.

Beyond Subject Headings: Adding Appeal to the Art of Suggesting Books online Webcast by ALA on March 2, 2010 was attended by Donnalee Baxstrom, Cathy Moats and Judy Poe. We were introduced to finding books for readers by using storyline, frame & setting, pacing, characterization, style & language and mood/tone. By using these appeal terms it becomes easier to get a “feel” for what types of books the reader may enjoy which crosses all genres. Novelist will be bringing these appeal terms to play on their database to help with reader’s advisory. There were many great examples given of ways in which these appeal terms can be used in our everyday work lives. Joyce Sarricks, author of several books on the subject and ALA instructor, described the appeal terms and how to use them. Cathy attended her classes in 2007 & this was a great refresher for her.

Jenni Tencza attended the Clic Workshop in Grand Junction on March 1 & 2. She gained valuable information about the upcoming ballot issues and library advocacy. She prepared a report that was shared with other staff.

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.

Removed some children’s materials according to policy.

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

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

About 45 staff hours and 40 hours of personal time in selection and ordering of books resulted in 95 new items and 768 electronic resources added in February.

Objective F. Provide access to materials from other Colorado libraries.

Form created for patrons to request ILL's online, which is emailed to appropriate staff person.

Objective G. Provide access to electronic information, including reference.

2. Provide on-going staff and patron training in accessing electronic information, including reference.

Added a service and designed a form to assist patrons in requesting downloadable media. Staff will complete the request for the patron and notify them when the player (with downloaded media) can be picked up.

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.

Jammin' Juniors (7 times)- This program is cosponsored with the Bayfield Ignacio Family Center.

Storytime (8 times)

Sign Language 2- This was originally part of the Home school outreach series, but was postponed due to snow. The event was taught by Sherry Ann Marlowe and drew 25 attendees.

We attempted two carseat safety programs with SUCAP but we chose a bad time for them. We had poor attendance and will try again.

The last Saturday of every month is Family Movie Night.

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

Planned & designed 3 Teen Tech Week programs.

Present programs to users.

Presented 8 adult programs with a total attendance of 137. The programs presented were as follows:

- "Knitting Class at Knit One Pearl St.," Feb 2, 4-6 pm, attendance 13
- "Survival in These Days and Times: Be Prepared for the Days in Which We Live," 7-8:30 pm, Tues. Feb. 2, attendance 16
- "Learn Photoshop Elements," 7-9 pm, Tues, Feb. 9, attendance 16
- "The Basics of Figure Drawing," 7-9 pm, Tues., Feb. 16, attendance 30
- "Sign Language Class" Planned by Elizabeth, 3:30 pm Thurs. Feb. 18, attendance 25

"Learn Photoshop Elements" 7-9 pm, Mon., Feb. 22, attendance 8

"Feed Your Horse Like A Horse" 7-9 pm, Tues. Feb. 23, attendance 18

“Family Movie Nite” 6:30 pm, Sat. Feb. 27, attendance 11

Objective K : At the completion of each program or class offered by the Library, evaluate the overall quality

Survey offered at the end of each program.

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

1. Develop a library website that is interesting, informative, and easy to use. Update monthly.

Completed Teen and Children’s pages for the new website.

2. Publish a monthly newspaper announcement in the Bayfield and Durango newspapers which showcases the Library’s new books and programs.

Our press releases were published every week in the Pine River Times this month.

3. Maintain the slat-wall kiosk featuring current Library offerings or new materials. Position in entry area.

Once again, we kept it full with posters/flyers for our many events.

Objective M. Establish on-going relationships with local schools, governments, and other organizations.

4. Attend one community meeting per month to keep abreast of the organizations activities.

Donnalee attended the Chamber of Commerce meeting with a bonus recycled materials fashion show. The catering class served lunch.

Donnalee attended the Friends of the Library meeting.

Liz attended the ECC meeting. The Early Childhood Health Integration Project; Childcare Resource & Referral; Quality Initiatives; SSUF/ Family Friend and Neighbor Project; Partner Survey, the interview process, and the partnership mapping tool, San Juan Kids and Reach Out and Read were all topics covered at the meeting.

GOAL 5: FACILITY PLANNING

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

Added additional switch to meeting room lights for projected night programs. Located leak in meeting room and had it repaired by TL roofing twice. Had snow load inspected by Michael Bell & Marty Zwisler, they confirmed that the Library roof will hold.

GOAL 6: EVALUATION

GOAL 7: TECHNOLOGY

To develop and maintain state-of-the-art technology.

Objective U. Provide continued and enhanced access to the internet, commonly used software, and hardware to patrons and staff.

1. Replace older computers and add new, when needed.

Added new computer tables to make room for new computers in 2010. Replaced hard drive for staff laptop.