

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

Board Members Present: Lavenia McCoy, Tim Telep, Don Magill, Russell Burwell, Cheryl Clay and Judy London. 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 6:15 taking a roll call. Tim noted that the board had a quorum of board members present to conduct the meeting.
 - B. Additions or deletions to the Agenda - The board noted that there were no additions or deletions to the agenda at this time.
- II. Welcome new board member - Russell introduced and welcomed the library's new board member, Cheryl Clay. The development committee had recently asked her to join the board of directors. Russell noted that Cheryl comes to the board with a background in early childhood development. Russell indicated that she comes to the board with her enthusiasm for helping others and enthusiasm for being on the board.
- III. Space Committee Report - Library staff member Laurie Dulson reported that the Space Committee had a good first meeting and she presented to the board 5 recommendations that the committee would like to happen soon. The first recommendation would be for a coffee bar in a reading room. Laurie noted that 7 out of 9 libraries that she had researched stated that most patrons love having a coffee bar within the library. She estimated that the cost would be about \$3000 to set up a coffee bar. Laurie stated that most of the libraries charged about \$1 for a cup of coffee. Don asked to have a copy of the minutes from that meeting to the board members. Don noted that the 5 recommendations would not be a substantial cost to the library but that they are changes that could easily be made to the library. Laurie agreed that these changes will help with staff's attitude and these will also make the patrons happy. Tim asked if the committee is looking

toward the final plan for the library concerning these changes. Tim noted that the library would not want to make a change and then have to redo again when the committee presents their final recommendations to the board. Judy stated that the Assistant Director's office should still be a priority. After further discussion concerning the Assistant Director's office it was decided that at this time to convert one of the study rooms into a temporary Assistant Director's office would be the best solution. The board also agreed to put the coffee bar on a movable cart and to wait on moving the teen area until the final recommendations had been made to the board.

IV. Approval of minutes and Treasurer's Report

- A. Minutes - Judy made a motion to approve the minutes with the correction of the spelling of Hunter Swanson's name. Cheryl 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 \$367,601.06. The library received \$698,427.06 in receipts. The operating expenses were \$20,428.42 with salaries and benefits totaling \$46,099.25. The ending operating balance for the month of June was \$1,019,928.87. Donnalee stated that she had changed the look of the graph so that it would be easier to read. The board agreed that the new look was easier to understand. Donnalee then presented to the board the second quarterly report noting that the dates at the top of the document were incorrect. The board reviewed the document and noting that there were not any concerns at this time, Tim called for an approval of both the monthly treasurer's report and the quarterly report. Judy made a motion to accept the treasurer's report and the quarterly report with the corrected date on the document that was presented. Russell seconded the motion and all approved.

Donnalee informed the board that our accountant, Michael Branch will soon be retiring and that the library will soon be looking for a new accountant before the beginning of the 2011.

- V. Communications from the audience - Friends of the Library President, Judy Gotthelf reported that their next meeting would be held on August 29 in which they will discuss Amendments 60, 61 and Proposition 101 and the

impact to the library. Jessie Martinez asked the board for the purpose of the Space Committee. Tim noted that the discussion begun when the board and the Hiring committee for the new Assistant Director noted that the library would need office space for the new Assistant Director. Further dialogue noted that if the library should want an expansion the board would need to justify to the public that the library was using the present space to the best possible means. The board then decided to hire a space planner to better organize the library space that the library now has. And after reorganizing the space, it was determined that more space was needed; the board felt that they could move forward on an expansion. Judy also noted that even if the board approved an expansion, the library would need to utilize its space to the best of its capability until the expansion was completed. Tim noted that the next step with the space planner would be to determine the "nuts and bolts" of the reorganizing. How many bookcase would be used, how would they be group and answers to more such questions.

Donnalee noted that the Mill Levy was to be used for the construction of the present library and the continued maintenance and support of this building.

VI. Information Items

- A. Director's Report - (see Director's written report displayed at the end of the minutes) - Donnalee stated that the teens that helped with the construction of July 3rd parade float had a very good time and enjoyed riding the float in the parade.

Donnalee reference within her report the graph showing that when children's programs and events were located at the library, check out increase substantially. Tim noted that the computer classes offered by the library had been receiving high praise from patrons. Tim thanked the staff for offering them to the patrons. Tim also thanked staff member Lee for all the information he obtain concerning the question about purchasing a "thin Clint" computer system for the library. The information helped make the right decision at this time.

- B. Development Committee Report - Russell reported that they received 4 board self-evaluations. From the evaluations the committee noted that the

board meetings were "happy meetings". Russell noted that more committees were needed to handle some issues that arise from the board meetings. Tim stated that a future agenda item should be the purpose and goals of committees developed to assist the board members. And how best to utilize and organize these committees.

Russell stated that within the By-laws board members are asked to attend at least one seminar. Russell indicated that within the board's packet was a schedule of meetings for the Southwest libraries that will be held in Durango on September 9th and 10th. Russell invited all board members to attend.

VII. Discussion Items

- A. Space Planning - Tim noted that is agenda item had already been thoroughly discussed.
- B. Policies - Section IX & X - Donnalee presented to the board a copy of the Policies section IX & X for further review. Under section IX Human Resources Management item B. Staff Policies number 1, it should read "The board is responsible for establishing acceptable staffing patterns based on the standards developed by CLS (Colorado Library Standards) and the director implements the utilization of that policy."

Under section IX Human Resources Management item B. Staff Policies number 2D it should read " The tuition payment plan is offered to encourage staff members to take appropriate college courses, vocational courses, or workshops to improve their work related competencies in library work."

Under section IX Human Resources Management item B. Staff Policies number 3B the word "gender" should be added.

Under section X 4D Potential Problems and Challenges number 2 it should read " Responsibility for the reading material of children rest with their parents or legal guardians. Selection of library material will not be inhibited by the possibility that materials may come into the possession of children."

C. Policies - Section XI & XII - Donnalee presented to the board a copy of these policies. The board member decided to review these policies on their own time and proceed with further discussion at the next board meeting.

VIII. Action Items - Judy made a motion to adopt Policies - Section IX & X with the changes noted. Russell seconded the motion and all approved.

IX. "To Do" List

- ❖ Policies - Section XI & XII for review
- ❖ Space committee and G3 report with any minutes to the board
- ❖ Orientation for Assistant Director- by whom and what schedule
- ❖ Assistant Director's workspace update

X. Suspend the meeting - Tim suspended the board meeting to the public at 8:12pm. The next board meeting will be held on August 12th at 6:15 pm. The board members then went into Executive Session.

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

Director Report July 2010

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.

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

We received a patron complaint about a crying baby, the complaint was justified and we have responded. We have discussed this type situation at a staff meeting so we will be better prepared.

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

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.

Karen Lemke and Jenni Tencza were accepted to present a program on the topic of public relations on a budget for small libraries at the Southwest Days Clic Conference Sept. 9.

3. Conduct annual staff review based on job description. Review to be done between November and December of each year. [Donnalee met with Jenni Tencza to do her performance review this month. July is Jenni's 3 year anniversary date as a library employee.](#)
4. Create more functional staff workspace.
[Staff has been working to clean up and reorganize the back room of the library. Four new cabinets have been placed in the back room to help store items.](#)

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 preferred

[Laura Tretter will start work August 16. The Friends will have a reception for her that day from 11 to 1 in the meeting room. The staff has been preparing for her arrival.](#)

2. Determine evaluation criteria for removing and adding materials.

[We have always accepted book donations because the donations supplement our collection, provided additional revenue through the book sale, add to Friends revenue and allow the donor to feel good while receiving a tax deduction. We receive the donated items, sort and store the remainder until the Friends or the Humane Society will haul them away. In the interim the items require space in the backroom, if the Board objects to the boxes of these items we could stop accepting donations or throw away what we do not want.](#)

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.

[We have entered 309 new records into the catalog and removed 151 this month. 35 new downloadable have been added. 702 items have been used by our patrons in 2010 with 92 in July. We now have 137 patrons using downloadables.](#)

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

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

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.

Summer Reading Program events in July:

Tuesday, July 6, 2010- SRP Event @ LMPL 10 a.m. (Water Games 2) 85

Friday, July 9, 2010- Jim Cosgrove (The Jimmy Buffet for Kids) Elementary School Gym 64

Tuesday, July 13, 2010- SRP Event @ LMPL 10 a.m. (Melanie Milburn) 42

Thursday, July 15, 2010- SRP Event @ LMPL 10 a.m. to 5 p.m. Last day for credit! 50

Friday, July 16, 2010- SRP Party @ LMPL 10 a.m. to Noon. (Captain Party @ 12:30) 165

Liz also hosted a demo of the Early Literacy Station for area librarians. Librarians from Pagosa and Ignacio attended, as well as a member from our Friends of the library in addition to Liz and Judy Poe.

Adult Programs in July:

We had great attendance at our July events: A total of 188 people came to our adult programs—almost 100 more than in June! The Introduction to Spanish classes are doing well, with steady attendance and with everyone really enjoying the class. We had a great turn out (32) for our class, “Artificial Anasazi” by George Gumerman, Phd. We are very fortunate that he is also a library volunteer and will be back to do more programs. The documentary films presented by Judy continue to do well.

Basic Spanish and Conversation Basic Spanish class taught by Professor Mark Curran. 7-9 pm on the following Monday evenings: 7/5 attendance 20, 7/12 attendance 18, 7/19 attendance 18, 7/26 attendance 14, 8/2, 8/9

Intro to Excel class Participants must know how to use a keyboard, mouse and have basic word processing skills. 2-5 pm Mon. July 12 attendance 12

Survive & Thrive Series: Emergency Preparedness 101 A crash course on how to survive a disaster for 7-10 days. 7-9 pm Tues. July 13 attendance 8

Microsoft Excel Spreadsheets
July 15 attendance 7

Computer Basics Flyer This hands-on class for beginning computer users will teach use of the keyboard, mouse and other basic computer skills. 2-5 pm, Mon. July 19 **attendance 3**

Artificial Anasazi: Recreating the Past In A Computer For generations archaeologists have wondered if the Anasazi abandoned large areas of the Southwest because of droughts, raiding, disease, or other reasons. New computer modeling techniques recreate the environment and the prehistoric people's response to changes in their natural world. These techniques, involving scientists from many disciplines, shed new light on why the Anasazi spread across the land and eventually abandoned large regions. 7-8 pm, Tuesday, July 20 **attendance 32**

Beginning Microsoft Word Advance Signup Required 2-5 pm Thurs. July 22 **attendance 10**

Re-Stringing the Guitar - How to do it Yourself 7-9 pm, Thurs., July 22 **attendance 2**

Life-Long Learning: Islam—What You Need to Know Topics include the essence of Islamic theology and practice, the caliphate, Shi'ism (a major sect of Islam), Sufism (the mystical form of the religion), the Sharia (Islamic law), roots of Islamic extremism, and contemporary reform movements. 7-9 pm Tues. July 27 **attendance 15**

Documentary Film: "Off the Grid: Life on the Mesa," 7pm, Thur. July 29: **attendance 16**

Photography Walkabout: Outdoor Photography Session in the Park Bring your camera for an outdoor photography "walkabout" to take photograph outdoors, including people, scenic's, wildlife, plants, flowers, the river, bridge, etc. 9:30-11:30 AM, Sat., July 31 at Eagle Park (next to City Hall in Bayfield). Bring your camera and a chair. **Attendance 6**

Movie Night at the Library 6:30-9pm, July 31, "Clash of the Titans" **attendance 7**

Teen SRP Wrap-up

The last few events of the Teen Summer Reading program went well. We had a total of 12 kids complete the entire program and receive prizes for reaching their goals. Additionally, 2 kids achieved 75% of their goal for the summer. Our overall "Top Reader" read *34, 682 pages in a little over 6 weeks!!* As a reward, she won a free raft trip with Mild 2 Wild rafting in Durango.

Water Conservation (July 7) – Attendance 10

Water Science (July 14) – Attendance 8

Final Party / Water Games – Attendance 13

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

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

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

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. Create an overall marketing plan for the Library.

[Karen has started the process of developing a marketing plan for the library.](#)

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

[The next newsletter will be published in August.](#)

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

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

[Liz attended ECC meeting in Durango.](#)

4. Communicate newsworthy information about the Library to community organizations and receive informal feedback about Library's operations and quality of service

[Lee gave a presentation to the Rotary highlighting new gadgets that are available or will be available to library patrons for checkout \(MP3 players, Sony Readers, Kill-A-Watt's, and GPS units\) and the library resources available to load content onto these.](#)

GOAL 5: FACILITY PLANNING

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

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

1. Separate space for teens
2. Children's space

3. Auditorium
4. Computer space (lab as separate room, with visibility)
5. Larger community meeting space
6. Other – to be determined from survey

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

7. Investigate possible expansion sites.

The Facility Planning Committee met in July and decided to make two proposals to the Board of Trustees regarding the current space needs and future space needs of the library.

Objective Q – Initiate a community survey in order to determine community's desires specifically around building expansion.

1. Develop a specific, easily scored patron and staff survey based specifically on the community's desires and need for expanding the Library facility.
2. Conduct patron and staff survey. Compile and analyze results.

GOAL 6: EVALUATION

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

Objective R. Evaluate the overall quality of experience the Library provides to its patrons.

1. Periodically evaluate the plan

Since the Long Range Plan is more than half way completed we really need to update the plan.

Objective S. Evaluate overall employee satisfaction.

Objective T. Monitor the implementation of this plan.

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.

We are currently replacing computers according to the long range plan. We will be increasing public computers by 5 which will require all the allocated space for public PC.

2. Provide adequate equipment such as phones, copiers, etc.

We will be adding a phone for Laura's office and changing the workroom phones to accept front desk calls.

Objective V. Provide access to new and upcoming technology to patrons and staff.

3. Research and discover new technologies.

Liz hosted a demo of the Early Literacy Station for area librarians. Librarians from Pagosa and Ignacio attended, as well as a member from our Friends of the library in addition to Liz and Judy Poe.

4. Evaluate and provide chosen technologies.

We are preparing to upgrade Millennium which will require extra staff time for the next several months.

Objective W. Provide training using electronic resources and developed materials for public and staff.

Presented four hands-on computer classes to the public this month: Intro to Excel, Intro to Excel Part 2, Basic Computer Skills, and Beginning Microsoft Word.

Objective X. Install and maintain a state-of-the-art library materials security system.