

Lavenia McCoy Public Library
Pine River Public Library District
Board of Trustees Meeting
June 10, 2010

Board Members Present: Lavenia McCoy, Don Magill, Russell Burwell and Judy London. Also present was Donnalee Baxstrom the Library Director.

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

A. Roll Call - Don called the meeting to order at 6:18 taking a roll call. Don noted that the board had a quorum of board members present to conduct the meeting.

B. Addition or deletions to the Agenda - Russell asked the board to add to the agenda under Discussion Items "Board's Orientation by the La Plata County Commissioners" in which Russell would like to give a report. The board agreed to add this item to the agenda.

II. Approval of minutes and Treasurer's report

A. Minutes - Russell made a motion to approve both the April and May minutes. Judy seconded the motion and all approved.

B. Treasurer's Report - Donnalee reported that the library began the month of May with an operating balance of \$286,052.34. The library received \$120,304.70 in receipts. The operating expenses were \$12,418.98 with salaries and benefits totaling \$38,755.98. The ending operating balance for the month of May was \$367,601.06. 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 reported that the book sale held during the Bayfield Annual Yard Sale Day was a good success earning the group \$170. Judy reported that they had a good selection of books to offer the public. They received very good feedback from the public concerning the selection of books offered. Judy stated that the sale was good PR toward the public.

IV. Information Items

A. Director's Report - (see Director's written report displayed at the end of the minutes) - Donnalee stated that within her report are their conclusions concerning the feasibility and cost of switching to a "thin client" environment for the library's public computers. Donnalee reported that Lee could only find three libraries using a "thin client". These libraries were not happy with the results and the support given. Donnalee also noted that most "thin client's" are used for businesses and have not been refined for library use. Judy asked Donnalee what the total cost would be to add this type of system to the library's computers. Judy also asked to know the time frame to install this system and what the advantage to the library would be. Donnalee noted that at this time this system would not be a good choice for the library but that she would discuss their findings with Tim Telep. Donnalee noted that if any board members have questions concerning "thin client" to contact Lee Hallberg.

Russell asked why attendance was down in the month of May. Donnalee reported that there is a break between the school time reading programs and the summertime reading programs.

B. Development Committee Report - Russell reported that the committee has selected a board member for consideration by the County Commissioners. Russell then presented to the board a document to perform self-evaluations and another document to evaluate the board meetings. Russell suggested that both documents be returned within two weeks. Russell stated that the committee had developed these self-evaluations from other sources. Choosing the best questions to fit the board. Russell stated that the committee would like feedback from the board concerning the self-evaluations and that these evaluations should be conducted at least once a year. Russell reported that the next goal would be to work on the continuing education of the board. The committee would also like to develop a packet of information that will be presented to the new Assistant Director when she arrives. The packet will contain all the information she will need pertaining to the board and how board meeting should be conducted.

V. Discussion Items

A. Space Planning - Donnalee presented to the board a proposed floor plan from the Group 3 planners. Donnalee stated that they would like feedback from this proposal. Don noted that on the proposed floor plan, the space that is indicated as storage does not exist. Russell noted that the layout is not clear and has a lot of disadvantages. Donnalee stated that at this time she does not think the library is ready for self-checkout. Judy noted that it seems that all that the space planner did was to flip from one side to the other where items are now. When asked where the library was in its contract with the Group 3 planners, Donnalee reported that she believed that the library was at the mid way point and that the library had already paid for the floor plan. Donnalee suggested sending the staff's recommendations and getting as much information as we can from G3 and then ending the contract with them. Donnalee would like to get a contact from G3 for some new tables for the meeting room. Judy noted that the board had asked G3 to incorporate office space for the new Assistant Director and there is nothing on the proposed floor plan that indicates that. After further discussion Judy made a motion to select a task force to develop a plan to reorganizing the library space include the backroom. The task force would consist of Board member Don Magill, Library Director Donnalee Baxstrom, member(s) of the library staff and someone from the Friends of the library. They should also ask Hunter Swanson and Eddie Martinez to join the task force as outside advisers. The task force should have a time limit and they should be able to give their first report at the next board meeting. Russell seconded the motion and all approved. Don agreed that Donnalee should look into getting a contact from Group 3 planners to purchase new tables for the meeting room.

B. Policies - Section IX - X - Donnalee presented to the board a revised copy of these sections for review and discussion. She asked that if board members had any changes, they should email them to her. These sections will then move to Action Items at the next meeting for discussion and approval by the board.

C. Board's Orientation by the La Plata County Commissioners - Russell reported that he had attended this orientation that taught board county structure, how they want their boards to work and how the county operates. Russell explained to them that the library's board operates differently from other structured county boards. Russell offered to

redraft a document that the library's board members would be willing to sign that would satisfy the County Commissioners. Russell noted that the library has its own By-laws that the board members abide by. Russell also noted that the library needs to develop a Code of Ethics such as the County Commissioners has established for the other county boards. The library needs to be able to respond to an "Open Records Act" if ever requested. Russell did establish good connections with people that are willing to help answer any questions that the board might have. Don thanked Russell for attending this meeting.

VI. Action Items

A. Policy section VIII - Volunteers and Friends - Donnalee recommended that the board approve the policy as amended. Russell made a motion to accept the policy as presented. Lavenia seconded the motion and all approved.

B. Discipline Policy - Donnalee recommended that the board approved the proposed Discipline policy. Russell made a motion to accept the Discipline policy as presented by the director. Lavenia seconded the motion and all approved. Donnalee noted that they would be working on developing a confidentially personnel policy that will cover all the policies of the library.

C. Library space planners - The board determined that this agenda item had already been discussed at length.

D. Hiring - Donnalee recommended to the board the hiring of Laura Tretter for the position of Assistant Director. Laura had completed her MLS in 2001 and has been employed by public libraries since. She is currently the director of the San Juan Library in Washington. Laura's offer was made by email. Laura has asked for about 30 days after she has turned in her resignation to begin her employment with the library. Donnalee noted that a background check would need to be initiated before she turns in her resignation. Donnalee believes that Laura will be on the library's staff by mid-August. Judy made a motion to accept Donnalee's recommendation to offer the position of Assistant Director to Laura Tretter following a background check. Russell seconded the motion and all approved.

Donnalee asked the board's recommendation concerning moving expenses. Judy

made a motion to pay moving expenses up to \$3000 with receipts. Lavenia seconded the motion and all approved. Judy noted that the space planner's task force should make locating office space for the new Assistant Director a priority.

VII. "To do" List

- ❖ Report from the Space planner's task force
- ❖ Review, revise and adopt policies IX and X
- ❖ Report on the youth task force

VIII. Adjournment - Don noted that there would not be an Executive Session therefore he called an adjournment at 7:50. The next board meeting will be held on July 8th at 6:15pm.

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

Director's Report – June 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.

We are offering a tour of the Library to new patrons to help them feel comfortable with the arrangement of the Library and the services we offer. The patrons love the welcome to the Library tour.

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

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

Staff attended the SW Librarians meeting at Fort Lewis College and the planning meeting for Southwest Days. Southwest Days, September 9-10, will provide training for local library staffs. Karen and Jenni will be presenting a session about marketing. We will be providing snacks for the morning of the 10th. I talked the group into adding a tract for Trustees that will be Friday the 10th to include sessions on advocacy, censorship, and basic Board responsibilities.

Shelly Walchak provided an in-house training on the future of libraries for our 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.

We are in the process of re-evaluating our magazine selection. A survey has been created and is available for patron feedback.

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.

We have added 257 bib records and discarded 97 items. We are creating a new location code to allow for the check out of all our various electronic devices.

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.

Total adult program attendance for June 2010: 98

Total programs for adults offered in June 2010: 9

-“You Can Find the Perfect Job,” 7 pm Tues. June 1: Attendance 4

-“Book Discussion: Twilight and Pride and Prejudice” 7 pm Tues. June 2: Attendance 4

-“Laminitis – The What, Why, and How: A Nutritional Perspective” 7-9 pm Tues. June 8: Attendance 19

-“Jewelry-Making Class: Cage Wire Pendant Wrap” 7-9 pm, Mon. June 14. Attendance 13

-“Survive & Thrive: Beyond Toilet Paper- Understand the Nitty-Gritty List that Will Get You Through Tough Times” 7-9 pm, Tues. June 15: Attendance 9

-“Deer-Proofing Your Garden” 7-8:30 PM, Tues., June 22. Attendance 10

-Documentary Film Club: “A Crude Awakening,” 7pm, Thur. June 24: Attendance 9

-“Understanding your Financials” **Co-sponsored with Bayfield Chamber of Commerce** 6-7:30 PM, Tues., June 29: Attendance 6

-“Movie Night at the Library Alice in Wonderland” 6:30 pm Sat June 26: Attendance 24

Summer Reading Program Statistics

Already, we have over 350 people sign up for the 2010 Summer Reading Program. In addition to that, we had dozens of people attend the following events.

Tuesday, June 1, 2010- First day of Sign-ups! LMPL 10 a.m. 125 sign-ups

Tuesday, June 8, 2010- Salida Circus Lost Mermaid Show 10 a.m. South Street Gym 142

Thursday, June 10, 2010- Ann Lincoln Magic Show & Comedy 4 p.m. South Street Gym 69

Friday, June 11, 2010- Ann Lincoln Magic Show & Comedy 10 a.m. South Street Gym 72

Tuesday, June 15, 2010- SRP Event @ LMPL 10 a.m. (Sock Puppets) 105

Friday, June 18, 2010- Indiana Bones, Storyteller 10 a.m. Elementary School Gym 75

Tuesday, June 22, 2010- SRP Event @ LMPL 10 a.m. (Water Games) 130

Friday, June 25, 2010- Erica Sodos, Water Fairy Magic Show 10 a.m. Elementary School Gym 100

Tuesday, June 29, 2010- SRP Event @ LMPL 10 a.m. (Create with Clay) 80

Teen SRP Statistics

This year there were 25 signups for the Teen Summer Reading Program! About half of the kids are actively participating in the activities and all are actively reading and earning prizes.

Wed, June 2, 2010 – Kickoff: Water Arts & Crafts – 15

Wed, June 9, 2010 – Social Issues & Activism – 12

Wed, June 16, 2010 – Movie: Riding Giants – 17

Wed, June 23, 2010 – Root Beer Float / Float Planning party – 14

Wed, June 30, 2010 – Root Beer Float / Float Building party – 13

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

The teen summer reading program built the annual float and participated in Bayfield's 3rd of July Parade. This year's float was based around the Summer Reading Program theme "Make Waves at Your Library" – the kids created waves, sharks, and surfboards as decorations which were supplemented by beach toys, towels, and squirt guns. 15 kids participated in the parade and had a terrific time cooling off the crowd!

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

Jenni created a new handout July 2010 Events @ the library, included in your packet.

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

Met with Chamber of Commerce and co-sponsored a program with them on understanding financial documents. The program took place on June 29.

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

Liz attended the Early Childhood Council regular meeting. Donnalee attended the Chamber of Commerce Meeting.

3. Listen for community needs that the Library could meet.

Patrons asked for a Beginner Spanish class, so we offered it. We have 20 people signed up for the July class.

Lee has created a Magazine Survey to try and determine what patrons want to read.

4. Pass information on to Librarian & Program Staff.

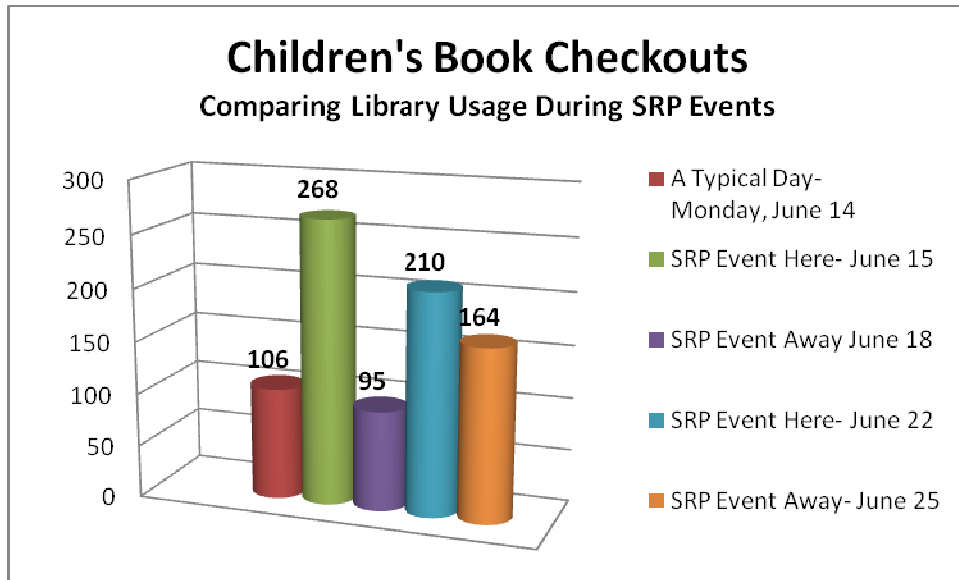
GOAL 5: FACILITY PLANNING

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- As the programming continues to grow at the library, we see a need for a larger Children's area. This year's Summer Reading Program is a perfect example of why the library should have a larger space for programming, meetings, events, etc. With over 350 people registered for the SRP, we see a noticeable increase in the number of books checked out to children.

In the month of June, we collected data regarding the number of children's books and YP books checked out on certain dates. One day was a typical weekday, with 106 Children/YP books checking out. On two of the days, we had SRP events held at the library and on the remaining two days we had SRP events held away from the library (at the Bayfield Elementary School Gym). **The results are obvious: on the days where we offered events here, our checkouts to children were significantly higher than other days.** While the library can plan events and successfully hold them at other venues, people that participate in those events generally do not further utilize the library's services.



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

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.

Objective S. Evaluate overall employee satisfaction.

Objective T. Monitor the implementation of this plan.

1. Prepare monthly progress reports and present at Board Mtg.

[Hope you are enjoying this report.](#)

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.

Internet “Acceptable Use” policy updated to ensure compliance with CIPA. Filter policies set to limit games to game computers only.

1. Replace older computers and add new, when needed.
2. Maintain up-to-date software, including operating systems.

The staff has been test-driving Windows 7 on our staff laptop to become familiar with it. If compatible with PC-Reservation and LPT: One, we will investigate the possibility of having windows 7 available on some of the patron computers when we get our new batch in. All PCs were given their monthly software updates.