

Lavenia McCoy Public Library
Pine River Public Library District
Board of Trustees Meeting
March 18, 2010

Board Members Present: Lavenia McCoy, Tim Telep, Russell Burwell and Valerie Borge. Also present was Donnalee Baxstrom the Library Director. The meeting was held at the Bayfield Town Hall.

- I. Call to order- Additions or deletions to the agenda
 - A. Roll Call -Tim called the meeting to order at 6:24 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 how much of the agenda could be postponed until the next board meeting allowing more time for the guest speaker, Sharon Rowlen, a library space planner to speak? Russell noted that the only official business that needs to be conducted at this meeting was elections of board members, as stated in the library's by-laws. Russell made a motion to reelect the current board of directors. Valerie seconded the motion and all approved.
- II. Approval of minutes and Treasurer's report - The board agreed to postpone the approval of both the minutes and Treasurer's report until next board meeting.
- III. Communications from the audience - the board agreed to postpone communications from the audience until the next board meeting.
- IV. Information Items - the board agreed to postpone reviewing the Director's report until the next board meeting. Tim suggested that since the board had postponed many items that need to be discussed that the board conduct a work session in April to discuss and make decisions on these items. The board agreed to meeting on April 22 at 6:15.
- V. Discussion Item - Space planner. Donnalee introduced Sharon Rowlen, a library space planner from Group 3 Planner out of Arvada Colorado. Sharon presented to the board a service response list. A list of 18 different goals

that most libraries would like to achieve within their library settings. Sharon asked the board and audience to pick 3 that their felt were top priorities of the library and needed by our community. Sharon explained that libraries have changed with the introduction of technology and how it is used within the library. Libraries must be flexible to these changes. The board and audience choice as their top priorities - online world, the library as a community center and stimulate curiosity and imagination. Sharon stated that this is a tool to help her company discover the correct direction that the library wishes to achieve. Next Sharon went through many pictures of different types of libraries showing different ways to achieve the goals that each library felt they had wanted to reach. Some of the ideas were computer bars that imitated a coffee shop, movable furniture, fireplaces, children space, teen space, self check out, separating circulation from checking out, retail style grouping of books and much more. After reviewing all options Sharon asked the board and audience to indicate what ideas they would put to different areas within the library. Sharon stated that she would gather these ideas and develop a story to indicate what she felt were the objectives and present them to the board with a few weeks time. The board thanked Sharon for this first step to improving the space within the library.

VI. Adjournment - Tim called for suspended of the meeting at 8:39. The next board meeting will be on April 8, 2010 at 6:15.

VII. Executive Session - Tim move to go 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

The weather improved and the problems with young adults increased. The staff has been working on solutions to both indoor and outdoor situations. The first step appeared to be to create, post, and enforce a series of rules. I met with the Bayfield Marshall and the Fire Chief and Superintendent, hoping for more creative solutions that would help with the young adult situation. Our concern is that we need to provide the best service possible in a safe environment for *all* our patrons; therefore, the newly created rules will apply to all patrons. I have edited Section III of the Policies to provide support for the new Behavior Expectations. If approved, the expectations will be presented to the kids after school one day during the week to ensure we are all on the same page.

The idea has been suggested that we add an additional monitor for the cameras at the circulation desk within the view of patrons to reinforce the idea that we have cameras and allow the young adults to see that we are paying attention. The thought behind this idea is to make the teens (and adults) more aware of the video surveillance; perhaps this awareness can reduce negative incidents. It will also allow us to better know what is happening in all areas of the library at all times.

A young man recently followed his hacky sack onto the patio roof. After staff discussions, I arranged a meeting with Michael Bell, Marty, and Lee to discuss possible solutions. The patio was designed to be an outdoor space – it has a sloping floor with drains, the foundation was not designed for walls, and the roof requires the support poles. Possible solutions: wrought iron fence atop the existing walls, glassed space, regular interior space, or demo. The wrought iron fencing would decrease availability to people from the outside and project the idea that people should enter only through the Library (\$15,000). Leaving the space and adding glassed areas would decrease access, however, it would be a hot spot (Michael suggested it would be too hot to be comfortable except in winter months) (\$100,000). Improve the space to current interior space, actually removing the patio and rebuilding (\$200,000). Removal of patio would still leave the secluded space (\$20,000). The above costs are very rough estimates. Marty has investigated possible barriers to climbing on the roof, however they all create a risk to the climber. Don Magill confirmed that the school has similar problems and they have not found a solution.

Story time, other programs, and some patrons use the patio responsibly and enjoy it. We do not want to close the patio altogether. The patio area is lovely, and we would prefer to add additional seating as well as tables with umbrellas and make the space more useable, as we believe it would increase the responsible use of the area and the library.

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

1. Provide staff development and training in patron service.

Monthly Circulation Staff meeting covered resources and tactics for dealing with teenage patrons.

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.

In March, Judy, Karen, and Elizabeth all attended training on Meeting Facilitation and Time Management. Also, Jenni and Lee participated in the annual Colorado Library Consortium (CLiC) conference in Grand Junction. Karen attended the Colorado Association of Libraries (CAL) Paralibrarian workshop in Denver. I attended the Southwest Librarians in Mancos with Judy Poe, Judy Gotthelf, Russell Burwell, and Jenni Tencza. Promoting Libraries, Amendments 60 & 61, Proposition 101, and Durango Days were among the topic discussed.

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

The position has been advertised and we have received over a dozen applications. The hiring committee is met Tuesday, April 6, 2010.

2. Determine evaluation criteria for removing and adding materials.

Pruning of the collection will be a staff priority for 2010. Figures for overall collection size will decrease, however, circulation figures should continue to increase as the collection becomes easier to navigate and more relevant.

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-hundred and forty-five items were added to the collection in March.

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

New games ordered for the Wii and desktop computers.

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

5. Provide on-going SWIFT training for staff and patrons.

Patrons are using the ILL service through our website. After an adjustment period, we have worked the kinks and continue to increase the number of at-home ILL users.

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.

We continued with our popular Jammin' Juniors, Storytime and Baby Signs classes. Baby Signs ran for the entire month, once a week. We ran this series with the instructor, Hallie Hallberg, who has her BA in Deaf Studies. We had a whole new batch of caregivers and babies for this exceptional program. Also, we started Fun with Science, which continues to be very popular. This year, we have done Fun with Polymers, Fun with Gravity, Fun with Chemical Reactions, and Fun with Owl Pellets (we had to postpone our Fun with Solar Power unit because of snow). We still have Fun with Rockets this week and then we will do Fun with Solar Power.

Liz and Lee are busy gearing up for a big, fun Summer Reading Program. The theme for SRP 2010 is Make a Splash at Your Library for the kids and Make Waves at Your Library for teens. Liz has all of the big acts booked and is just finishing planning the other events for the kids. Lee is still ironing out the details of his program for the teens, as well.

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

We offered 13 programs for adults in March and had an attendance of 205. So far this year, 368 people have attended adult programs at the library. Programs offered in March were as follows:

Knitting for Beginners 4-6 PM, Tues. March 2: 6 attended

Digital Photography #1-How to Use the Digital Camera: 7-8:30 pm, Tues., March 2 36 attended

Digital Photography Class #2-The Photographer's Eye: 7-8:30 pm, Tues., March 9 33 attended

Digital Photography #3-Editing the Image: 7-8:30 pm, Tues., March 16 18 attended

Book Discussion: "The Road" by Cormac McCarthy: Tues. March 15 4 attended

Learn to Sew #1: Using/Maintaining Your Sewing Machine 1-3 pm, Fri., March 12 11 attended

Learn to Sew #2: Part I: Make A Book Bag: 1-3 pm, Fri., March 19: 11 attended

Learn to Sew #3: Part II: Finish Your Book Bag 1-3 pm, Fri., March 26: 11 attended

Equip Your Mind, Emotions & Spirit to Face the Worst 7-8:30 pm, Mon. March 22 13 attended

Intro to Quicken Computer Class 2-5 pm Tues. March 23 11 attended

Drawing Hands Class - 7-9 pm, Tues. March 23: 8 attended

Movie Night at the Library March 27: 25 attended

Radon Detection: Make Sure Your Home is Safe 7-8 pm, Tues. March 30 18 attended

March 2010 adult programs offered: 13

March 2010 adult attendance: 205

Teen Programs

Wii Times:

3/5 – attendance 7
3/6 – attendance 4
3/12 – attendance 11
3/19 – attendance 6
3/20 – attendance 8
3/26 – attendance 2
3/27 – attendance 2

Teen Tech Week Events:

3/8 – Be A DJ – attendance 4
3/10 – Blender Basics – attendance 4
3/13 – Rock Band 2 Tournament – attendance 14

Teen Advisory Council Meeting – 3/9 – attendance 7

March 2010 Teen Programs Offered: 11

March 2010 Teen Program Attendance: 69

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

Karen participated in the Colorado Association of Libraries (CAL) Paralibrarian Conference in Denver, where she was able to network with other marketing professionals on the CAL Marketing committee (Karen and Jenni are both members of that statewide committee). Also at the conference, Karen learned about different ways to advocate for libraries during difficult economic times.

1. Create an overall marketing plan for the Library.
2. Develop a library website that is interesting, informative, and easy to use. Update monthly.

We now have a "This Week @ Your Library" page on our website. Teen pages of website are now up and functional. Catalog pages of website were re-designed to better match our new homepage, and small glitches in online catalog were fixed.

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

Newsletter will be published the week of April 12, 2010.

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

We participated in Bayfield's first-ever Business Expo. Dozens of people stopped by our booth, and out of those people, the majority wanted information about e-readers. While we had books and mp3 players available at our booth, most people just wanted to know if we had e-readers available for checkout. The lone e-reader we had at the booth was, by far, the most fascinating item.

I attended the Southwest Librarians in Mancos with Judy Poe, Judy Gotthelf, Russell Burwell, and Jenni Tencza. Promoting Libraries, Amendments 60 & 61, Proposition 101, concerns and reports from other libraries, and Durango Days were among the topics discussed.

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

I attended the Chamber meeting and the Youth Forum.

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.

Sharon Rowland from Group Three Planners made an on-site visit to our facility. She also met with the board. Sharon then emailed me a sample report, which I then forwarded to the board.

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. Maintain up-to-date software, including operating systems.

Monthly computer updates completed.

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

2. Evaluate need for self-check/ RFID system.

Judy Poe, Lee Hallberg and I attended a webcast event, "The Power and Pitfalls of RFID".