

Lavenia McCoy Public Library
Pine River Public Library District
Board of Trustees Meeting
May 16, 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 5:20 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 noted that this meeting would be a modified meeting due to the fact that the board would be conducting a meeting with an applicant for the position of Assistant Director at 6:30 that evening. Tim suggested that the board review agenda items that needed to be addressed at this time. The board agreed to modify the agenda as needed.

VI. Action Items

C. Library Space Planners - Tim reported that the conference call with the Group 3 Planners had indicated a delay in submitting a plan due to the fact they needed to know if they should include an expansion of the library with their recommendations. Russell also noted within that conversation that the Director needed to determine how much revenue the library would have if the oil and gas revenues were not available to the library. Tim added that population comparison to the need for an expansion should also be included. Donnalee presented to the board several charts indicating the library's findings toward these questions. Judy London also noted that at this time the library has enough staff members to accommodate an expansion of the library. Tim stated that the library should clarify its request to the Group 3 planners and should not pay for anything that would not be useable for improving the library. After much discussion Valerie stated that the library should obtain from Group 3 planners first an analysis of improving the library as is with a redesign of the back workroom and an office for an

Assistant Director. Then an analysis of the board's wish list concerning an expansion would be their next priority. The board agreed with Valerie assessment and asked Donnalee to relay the board directions to the Group 3 planners.

A. Performance Evaluation and Compensation - Back date to January 1, 2010- Donnalee stated that there are staff members that need to be evaluated and compensation from that time period. Judy made a motion to backdate the employee compensation program to January 1, 2010 so that all employees are evaluated and compensated within the program. Russell seconded the motion and all approved.

June Meeting date - Tim reported that he would be unable to attend the June 10th meeting. After much discussion concerning keeping or moving the June 10th meeting date, the board asked Donnalee to contact another board member, Don Magill concerning being available for the June 10th meeting. If the date is moved or canceled the Director will notify the board and the public.

V. Discussion Items

C. Policies - Section VIII - Donnalee noted to the board sections that had been added to the policy. The board agreed with the added section in Section VIII. After discussion concerning the board maintaining staff, Judy noted "the board is responsible for establishing acceptable staffing pattern and the director allocates the utilization of that policy" should be added to Section IX. B. Staff Policies. Tim suggested that the board should review Section IX and approve at the next board meeting. The board agreed to wait until next board meeting to approve this section.

B. Discipline Policy - Donnalee presented to the board a copy of the Disciplinary Policy for board's approval. Judy noted that on all policy should be added when the policy was revised and if it had been amended and when the policy should be reviewed. The board agreed with Judy's suggestion. Judy noted that "all personnel files are confidential" should be added to the Personnel Policy.

A. Timeline to review Long Range Plan - After much discussion, the board decided to have a workshop in September to review the timeline in the Long Range Plan along with board training.

IV. Information Items

B. By-Laws Report, Development Committee & Board policy report - Russell reported that he will be adding numbering to the by-laws to make them easier to read. Russell then reported that the Development Committee has accomplished their first assigned task and next they will be developing a system for board self-evaluations. They will then orientate the new board member. After that they will work on continuing library education for the board. The board thanked Russell and the committee for all their efforts.

A. Director's Report - (see Director's written report displayed at the end of the minutes)

C. Report on the Assistant Director's position - Donnalee reported that the library has two candidates who are at the personal interview stage of the search. Another candidate has completed the phone interview stage at this time. The committee will be conducting a phone interview within the next week on another candidate. Judy reported that the search committee would keep moving forward on obtaining an Assistant Director.

VII. "To do" List

- ❖ Review policies Section VIII to Section X.
- ❖ Review minutes and treasurer's report from the April meeting
- ❖ Review the morning procedure

VIII. Adjournment - Russell move to adjourn the May board meeting at 6:18pm. The next board meeting will be held on June 10th at 6:15.

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.

1. Provide staff development and training in patron service.

Cathy & Judy attended reader advisory webinar. The Future is Mobile attended by Judy & Lee covered mobile technology related to Libraries. Cathy & Elizabeth did excel class. Judy attended webinar LSSC support staff certification about how to build portfolios.

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

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

Cindy & Karen have increased their hours, and we are now able to offer 2 staff persons available for patron assistance about ½ time.

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

Liz started a Networking class as part of her college studies.

Lee & Judy attended a webinar titled “The Future is Mobile” on the future of mobile devices in libraries.

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

The staff conducted regular meetings as well as a special meeting about the space plan.

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. Implement policy.

Ongoing weeding process continues in YP and NF.

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.

Additional titles were added to the downloadable collection. Regular collection development purchases were made in Children and Adult sections.

New Service -- added Kilowatt meters from LPEA with instruction on use in bags made from recycled bags.

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.

Final preparations were made for another year of the Summer Reading Program. 175 kids signed up for the "Make a Splash" program & 24 teens signed up for the "Make Waves" program.

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

2. Create or procure a program which will satisfy needs.

Responding to public usage we are offering a movie club showing documentary movies starting with "King Corn" attracting 16 patrons. Next is "Crude Awakening" on June 24.

3. Present programs to users.

Nature Joe presented a live animal show about Forest Animals which drew a crowd of 110!

Total adult program attendance for May 2010: 124

Total programs for adults offered in May 2010: 12

-Knitting Club 4 meetings in May: 2, 4, 2, 5: Total attendance: 12

-Rainwater Harvesting: Attendance 19

-Learn Photoshop Elements 7-9 pm, Tues., May 4: Attendance 17

-Survive & Thrive: Body for Life 7-9 pm, Tues. May 11: Attendance 5

-PC Basics Computer class May 12: Attendance 4

- Intro to Guitar 7-9 pm, Tues. May 18: Attendance 18
- Excel Class May 19: Attendance 12
- Vegan Cooking Demonstration Healthy, Vegan Foods Made Easy and Delicious 7-9 pm, Tues. May 25: Attendance 19
- Movie Night "The Spy Next Door " 6:30 pm, May 29: Attendance 18
- Teen Advisory Committee: May 4; attendance
- Manga Club: May 11, attendance

GOAL 4: MARKETING AND PROMOTION

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

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

Spring newsletter was published this month.

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.

Continue sharing ideas with the space planner.

GOAL 6: EVALUATION To ensure the goals and objectives of the Library are being met.

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. Thin Client

After extensive research on the feasibility and cost of switching to a "Thin Client" environment for the library's public computers, we have determined the following:

Benefits:

The current benefits of a thin client network to libraries, and in particular to the Lavenia McCoy Public Library, are few. After the costs of the initial setup, the cost to add computers will be less than we currently pay for new desktops. The staff time involved in maintenance and upgrades will be significantly less than it currently is, since they would only have to be done on one computer (the server). The final benefit of switching to a thin client solution is space, we would be able to have 3 workstations in the space we have traditionally used for 2 desktops.

Drawbacks:

Many of our teenage patrons use the computers to play games that have detailed graphics, and most of our patrons (of all demographics) often utilize video-sharing sites such as YouTube. In order to have a network that would support this extent of shared graphics, we would need at least 2 servers. In addition, patrons would experience a significant decrease in performance when these services were in heavy use.

Many of our patrons also bring in material from home to work on, usually in the form of a flash drive or CD R/W. The thin client solution would require additional hardware for USB ports and other ports (ie: to plug in accessories such as headphones for music). Workstation CD drives are not currently available for thin client.

Most of the thin client servers that we came across do not operate from a windows environment and subsequently do not run windows programs. In order to avoid having to retrain each patron on how to use different software, we would have to purchase the Windows server.

The staff network currently runs the Millennium server which will not operate in a thin-client environment. We would need to continue to maintain the staff computers on the current "fat" network.

Our current "on-call" computer consultant, Bill Schultz, assisted with some of this research. He expressed to us that due to his lack of expertise, he would not be able to provide hardware or setup assistance if we were to switch to thin-client. He was doubtful that we would be able to continue to use the PCReservation software & the Print Release software without major troubleshooting.

Costs:

\$5,000 per server (2+ recommended for shared graphics)

We can continue to use our current workstations in conjunction with the thin-client server until they are scheduled for replacement, so there is no immediate cost to switch workstations. However, the immediate space savings will be sacrificed.

\$300 per individual client (for USB & audio capabilities)

\$ per individual client for keyboard, mouse & monitor

\$??? For installation & setup (Microsoft was going to send a local representative out to look at our current configuration and give us an estimate, we have not heard back from them.)

The thin client network would be a great cost & space-saving alternative but it has been designed to operate in an environment where the administration has great deal of control over how their computers are used, which is not the case in libraries. For patron convenience and satisfaction as well as staff sanity, we should wait until an appropriate configuration is available for our environment.

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

A new staff laptop was purchased to investigate and explore Windows 7 and Microsoft Office 2010 for possible upgrade in the library.