

Lavenia McCoy Public Library

Board of Trustees Regular Meeting

January 12, 2012 Minutes

I. Call to order-

A. Roll call- Judy L, Tim Telep, Valerie Borge, Cheryl Clay and Russell Burwell were present

Farewell to Tim: Russell, Valerie, Judy L and Cheryl all said they would miss Tim, and were thankful for his service. Tim said he was glad to play a role in the "awesome" library. Russell said everyone should eat to celebrate. 😊

B. Additions or deletions to agenda- none.

II. Approval of minutes and/or reports

A. Minutes- approved Dec minutes

B. Treasurer's report- Cheryl said the report is what the board expected it to be.

C. Budget report- Cheryl said the library had more revenues than expenditures in 2011, which will be helpful as the library's budget expands in the future. She says this margin will close in a little as the library spends more money to keep up with demands.

III. Communication from the audience

A. Friends- Judy G said the Friends will be contacted about the Library Expansion meetings that are coming up.

IV. Information items

A. Director's Report- Donnalee said the Tech Petting Zoo was popular in December, so it's being offered again in January. Ross Calendar, from the Colorado Library Consortium will be on hand to help out. She also said the volunteer program is working really well right now. DLB- Tech petting zoo was popular last month, and we are doing it again tomorrow (Fri., Jan 13). Ross Calendar from CLIC will be there for the zoo. The volunteer program is going well.

Donnalee talked about the library's change to the BISAC organization model. Amron has laid out a basic plan for the switch-over. Donnalee said the library is looking at using RFID soon, and then looking at switching to that as well. This information will be helpful to Dennis. Cheryl asked if the two processes will coincide well (tagging books for RFID AND changing spine labels). Donnalee said when Durango did it, they moved through the process quickly as they moved through it. Judy asked about using volunteers. Donnalee said Durango used volunteers and workforce center employees. Judy asked how the library staff will do it without closing the doors. Donnalee said it would be hard, and it would be easier to do with the library closed. Judy said she would like to see using more temporary part time help instead of staff overtime. Donnalee said she hoped to get a lot of volunteer help. Tim said it might be a good community builder to use the high school and the community groups to do what they can. Donnalee said the library has a lot of high school volunteers and likes to use them. Judy said she would really like to see the plan about who does when and what. She wants a pretty good estimate of the time that it will take for BISAC.

Tim asked about other libraries switching over and their circulation numbers. Donnalee said she will ask for that information. Tim said he would like to see what has happened with other libraries.

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Donnalee said that Mesa County switched one library, and they might have some good data. She pointed out that already the non-fiction DVD's have affected people, so this is going to be a HUGE change.

Donnalee also pointed out the annual statistics. Our computer usage dropped, as more people start using their own laptops. Also, the Overdrive collection increased dramatically. Our database usage dropped off. Lastly, the number of patrons went up in 2011. Donnalee attributes the increase to the big push in the community and the economy (which tends to drive people into the library).

Russell asked brought up the board's responsibility for community outreach and asked if there was a plan for that. Donnalee said Amron liked the idea of the board being more involved in the community, which Donnalee said she disagreed with. Russell said he agreed with Donnalee.

Tim said it depends on the situation. For the school strategic plan, Tim said it would be good to have a staff member be part of that, since our staff works with kids. He said the group is looking for any and all input. Judy said she felt like the leadership of the library (staff members) should be part of those activities, since they have some decision-making approval. Russell asked if the board agreed that the staff should be responsible for that, with staff members having some decision-making abilities. Tim said for the strategic plan, it's about having a staff member that can go to the meeting and report back to the library. He says the person that attends the meetings can share information to the strategic planning group, and also take that information back to the library. Judy said it sounds like a librarian should take part in this, because that's what they do. She said board members are not librarians, and do not have the same knowledge and skill of a librarian.

Tim said it will be helpful to have input about what's going on in the world of libraries and other areas.

Russell said the board has given Donnalee their support that a staff member should be part of the school district's long range plan process.

Russell said going out into the community, there needs to be an organized plan where we all have some responsibility. For example, Judy can take on Vallecito.

B. Development Committee Report- Donnalee said there are some applicants for the board, and interviews will be conducted next week.

C. Task force- Cheryl said the group has been busy and has spoken with Dennis Humphries. Dennis will be in Bayfield next Tuesday for the Town Board meeting and on Wednesday for a two presentations. Cheryl showed the PowerPoint for the community meetings. Cheryl said she would like it if the moving work for the BISAC transition would be done while the library is closed. She said there will be a schedule of visits to community groups, and she will call on different board members to do the presentations.

V. Discussion items

A. Policy reviews- Russell said he would like to review policies more and would like to a review schedule. He suggested having Amron draw up that schedule and a formal policy. Donnalee pointed out that there is the "old" mission and a new one. Judy said there could be a mission and value statement, which would incorporate the two. Valerie said the value statement is a good idea, but the two statements need to be rewritten. Cheryl said there are really three aspects: mission, vision, and values. She said she

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likes the vision that can be used in the publicity. Then the mission fits, and the values from the old statement are great because they communicate the values well. But she says the library staff should come up with a mission statement that they like. Tim said it should reflect the values, and should make the values "real."

Russell said the staff needs to make this work, because the mission statement is not clear. For the other policies, there are not any other recommended changes.

B. School strategic plan- Karen will go to the January 28th meeting.

C. Auditor RFP-Donnalee asked if the board liked having the same auditor, as some people recommend changing auditors every three years. She said it might be a good idea to go through an RFP process, even though the current auditor does a satisfactory job every year. Valerie suggested sending out an RFP after tax season. She also thought sending out an RFP every five years was a good idea. She also looked at a draft RFP and thought it was good, but suggested attaching detailed information to the RFP instead of including that information in the RFP document.

VII. Action items

A. Tuition policy- Donnalee reviewed the policy. Tim asked about the repayment sentence, which he suggested taking out the "paid by the library" and replacing with incurred. Cheryl asked about regular employees, which DLB said she would change to full-time to employees. The old wording read: "If the employee fails to remain employed with the Library for at least one (1) year after completing the course(s), the employee shall be required to enter into an agreement to repay tuition paid by the library during the last year of employment." The new wording will be : "If the employee fails to remain employed with the Library for at least one (1) year after completing the course(s), the employee shall be required to enter into an agreement to repay tuition. The employee will be responsible for tuition incurred during their last year of employment."

VIII. To Do List

A. December to-do-list: nothing.

B. January to-do list: The staff will work on the mission statement for the next meeting. Amron will draw up a policy review schedule and create a formal policy review policy.