

Library Board Minutes, September 16, 2009, Surface Creek Bank, Cedaredge

Present: John Moore (President), Melody BellCampton (Vice-President and Secretary), Jessica Shaffer (Treasurer), Ross Blackstock, John Verbiscar, Patricia Means, Ann Murphy

Also Present: Annette Choszczyk (District Director), Rhonda Duclo (Assistant District Director), Terri Mondschein (System Administrator), Leah Morris (Administrative Assistant)

Location: Surface Creek Bank, Cedaredge

President John Moore called the meeting to order at 2:30 pm.

I. Introduce Guests

There were no guests.

II. Public Comments

There were no public comments.

III. Approval of Minutes of August 19, 2009

Means motioned to accept the minutes from August 19, 2009 and Shaffer seconded. Motion passed.

IV. Amend Agenda

Choszczyk added three items to New Business:

- a. New Collection Development Policy
- b. Audit Report
- c. Budget Amendment

V. Approve Consent Agenda:

Moore approved the consent agenda.

VI. Old Business:

a. District Library Director's Comments

LSTA Grant: The District was not selected for the LSTA grant, which would have helped to pay for new laptops and Kindles. This was likely because a good deal of money was allocated to CLIC for the ASCC consortium. Grant feedback should arrive soon and the District is working on other approaches to fund the needed technology.

ILS Migration: The upgraded system is scheduled to go live in February 2010. The ILS committee (Rhonda Duclo, Jamie Hollier, Terri Mondschein, and Annette Choszczyk) will be taking the train to Provo in December for training. The migration costs have been budgeted and the new system will allow for a better patron interface, improved reports, and more customization, among other advantages.

Big Read and Little Read: A Little Read calendar will be available soon and will include puppet shows, mask making, wine tasting, masquerade balls, cryptograms, and

more. The Big Read committee has been planning events, visiting sites, and coordinating presenters and partners for the program. Moore suggested that the Colorado Council on the Arts might be a potential grantor for the Big Read.

b. Reports from Cedaredge, Crawford, Delta, and Paonia

- Cedaredge: Verbiscar explained that the Cedaredge Foundation was meeting, with branch manager Jamie Hollier attending.
- Crawford: Landscaping is almost complete and the Crawford Friends have a plan to maintain the plants into the future, eliminating the need for the Library District to have to pay someone to do it.
- Delta: LaDonna Gunn is working on the assessment grant and has met with the architect. Matt Bollinger attended an Altrusa recent meeting.
- Hotchkiss: Nothing to report.
- Paonia: While working on drainage ditches, the Town of Paonia discovered an old dump site. The statue is in place in front of the library. Laura Major has taken over the grant writing for the gardening project. StoryCorps is almost done, after providing many people with an incredibly moving experience, and the BBC report about it will be aired the day after Thanksgiving.

c. Staffing

Choszczyk and Duclo had several interviews for the Delta position, but nothing has been decided yet. There are two positions open.

Paonia hired Merrily Talbot for their opening.

The ESL teaching positions were filled and Choszczyk is working on clarifying the Literacy Manager position. The job has not yet been advertised, but several resumes have come in already anyway.

d. Budget priorities

Choszczyk provided a handout which amended the current budget to reduce some expenses, and rearranged some figures to better describe other expenses. Several numbers cannot yet be applied, as we have not yet received the money for grants such as the Big Read and E-rate.

The County is optimistic that delinquent tax money will come in, although this is not guaranteed.

The Finance Committee has had a preliminary look at the 2010 budget projection and will have more information by the next meeting. This budget will likely be similar to the amended 2009 budget, with expected increases in building maintenance, insurance, and staff wages.

e. Rich Sales, Colorado Center for Community Development

Moore proposed a meeting with Sales to explore ideas for a District-wide plan for the future, especially regarding funding needs.

Murphy moved that the Board should meet with Sales to describe his services in detail with the Cedaredge Foundation at a special meeting of the Board. Shaffer seconded and the motion passed.

Moore agreed to provide a formal request to the Foundation for the meeting.

VII. Parking Lot

District and Library Foundation Statutory Requirements remained in the parking lot.

VIII. New Business:

a. Collection Development

With the ILS project underway, the District really needs a new collection development policy. The new policy stresses the concept of one collection for the entire District, with centralized responsibility. Choszczyk and Mondschein provided an updated copy for the Board to review, then went through the important points. Moore proposed that the Board consider that their first reading, with the second reading to take place next month.

b. Audit Report

Choszczyk provided a copy of the newest audit report and the required accompanying letter that states that a trained financial department does not do the bookkeeping for the District. The auditor was concerned that an amended budget did not show in the minutes for last year, as the work was done at a January meeting. The Board will take care of this in December this year to avoid the problem.

c. Budget Amendment

Choszczyk stressed that the District is way behind market for staff wages. While a market adjustment is not possible until at least 2010, Choszczyk requested that the Board approve a 3% COLA increase for the last quarter of 2009. The Board agreed. The teacher pay scale has also come under consideration as the teachers have been moved onto payroll, and at this point Choszczyk has tried to provide them with fair wages without the COLA increase.

IX. Board Member Comments

Means talked about job situation at the Town of Cedaredge, where they are looking at increasing salaries with the possibility of reducing hours. Delta County is also examining their capacity to pay employees, utilizing job sharing and reorganization. Means also asked why fines and fees might vary from library to library and month to month. This has a number of answers, including differing fine reporting schedules and an increase in higher-fined DVD circulation.

Shaffer reported that Matt Bollinger moved his office downstairs and this has increased traffic to that level, which is a positive result.

Choszczyk has been garnering patron feedback regarding the Kindle, and responses look positive. While newspapers may look different, the Kindle still offers the same pictures with less waste and more reading options. The District is still exploring some details regarding purchasing and subscriptions. There is an insurance policy for damages.

X. Adjourn

**Delta County Public Library District
Board of Trustees Meeting Minutes**

September 16, 2009

There being no other business, BellCampton moved and Murphy seconded to adjourn at 4:02 p.m. Motion passed.