

Library Board Minutes, January 20, Crawford Library

Present: John Moore (President), Jessica Shaffer (Treasurer), Ross Blackstock, Melody BellCampton, Ann Murphy

Absent: Pat Means

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

Location: Crawford Library

President John Moore called the meeting to order at 2:35 pm.

I. Introduce Guests

There were no guests

II. Public Comments

There were no public comments

III. Amend Agenda

There were no changes to the agenda.

IV. Approval of Consent Agenda

Consent agenda consisted of the minutes from December 16, 2009, Finance Report, and District Director's Report.

Choszczyk explained that while the Board received the amended 2009 and 2010 budgets, they did not receive the usual monthly financial reports, which she will e-mail to the Board when the numbers are ready.

Shaffer moved to approve the consent agenda. Murphy seconded and the motion passed.

V. Old/Continuing Business

District Director's Comments

Choszczyk provided several articles regarding three ballot initiatives which, if passed, will have a significant impact on tax revenue for the State in the future. The signatures have now been verified and organizations are planning advocacy groups to educate the public about these initiatives. Jamie LeRue, the head of a library advocacy group, will be speaking at the CLIC workshops in Grand Junction on March 1, and Choszczyk suggested that members of the Board might attend this and other sessions. Because these are ballot initiatives, District employee time and library resources cannot be used to oppose or endorse a topic; however, Friends groups, foundations, and other non-staff people can advocate and encourage the public to take these issues seriously. Moore agreed to take a lead role in advocacy in Delta County. It is possible that these initiatives will not receive party backing, and legal action is underway against the groups who proposed the initiatives.

Choszczyk produced a handout with a graphic breakdown evaluating library circulation growth among the branches. This is the start of an annual report that will be turned into the State, which will offer a number of other statistics. Choszczyk pointed out the increase in Paonia and Crawford circulation because of their new buildings.

Morris described some highlights of Big Read planning. Libraries will be soliciting sponsorships from their communities and if Board members have ideas for potential sponsors, they should talk to their local library. The writing contest has received over 30 manuscripts, twice the amount the Blue Sage working alone has received in the past. The calendar is solidifying as speakers and performers commit to events.

Reports from Cedaredge, Crawford, Delta, and Paonia

- Cedaredge: Choszczyk explained that Pat Means along with Annette and Jamie are attending a walkthrough of the building with Foundation President, Don Ahern, to determine areas that might be improved, such as lighting. Means met with the Friends to try to explain the responsibility of the Library Board over other library groups. Means has expressed concern over the staff members there, who are working without a manager. The Board agreed that Means should stay current with District policies and decisions in order to answer questions that may arise in that area.
- Crawford: The Friends book sale will be January 29-30, starting at 4 pm on the 29th and 9 am on the 30th.
- Delta: Choszczyk attended a Friends meeting to help the group think about ways to recruit new members. They agreed to host an open house at the library all day on February 23 to introduce people to manager Jamie Hollier and offer information about the Friends. They also decided to try lunchtime meetings to try to appeal to potential volunteers who work during the day. LaDonna is still looking for architectural drawings of the mid section addition to the building. She is working with the State Historical Society to determine whether the middle section was included in the state historic designation, which will affect what can be done with it in the future.
- Hotchkiss: A book sale will take place on February 19-20. Many school visits have been taking place and Baby and Tottime attendance has been good.
- Paonia: The parking lot fence has been hit and damaged by vehicles a number of times, but now extra parts have been ordered so that it can be easily fixed as necessary. The library received \$200 from the Kids Pasta Project as part of their Building Bridges program, in which the children choose the recipients of their money. Moore wondered about the feasibility of the District or Paonia Library nominating the Kids Pasta Project for an award on E-Town. Landscaping details are underway, and Murphy is drafting an RFP just in case the volunteer situation does not provide the necessary labor for the project.

Staffing

There is currently only the Cedaredge Manager position open, and Choszcyk does not feel that the budget situation is stable enough to hire anyone, given the potential loss to 2010 revenue in the case of additional non-payment of taxes. The Board voiced agreement with this decision. Choszcyk and Rhonda Duclo have been working on a plan for management of Cedaredge. Right now, Duclo and Jamie Hollier are splitting the management of the library.

At a recent manager meeting, Choszcyk asked managers to think about use of volunteers and to explore better and more appropriate ways to utilize volunteers. A web-listing from the Estes Park Library provides great ideas, and she has found several volunteer applications to work with. This work should result in a new volunteer policy. Murphy suggested incorporating a liability closure for volunteers as well.

Budget

Choszcyk provided a final amended 2009 budget which shows use of \$67,718 from the reserves, a smaller number than expected considering the total tax revenue loss of over \$86,000 in 2009.

Shaffer motioned to pass the amended final budget for 2009 as presented. Blackstock seconded and the motion passed.

The 2010 budget handout reflects some tax changes and indicated money being returned to the reserves. However, this may not end up being accurate, as the mine situation is looking bleak and revenue may be considerably lower than indicated. Choszcyk shared a newspaper article which reflects the challenging mining situation. She plans to adjust the budget in the event that the mining money does not come through in 2010, but the current budget needs to be approved to send to the State with an attached notes and facts sheet.

The *Delta County Independent* also just ran an article about how the School District is preparing for tax related cuts of \$2.7 million. Several ideas were thrown around, including closing the Crawford school, changing the school week to a four day week, and reducing teacher salaries. The libraries need to think about what reductions will imply for service in our communities, exploring options such as utilizing volunteers, fundraising, and cutbacks. The public needs to be made aware of the budget and revenue situation and the options we consider. . However it was noted that library use goes up during tough economic times, and libraries need to be prepared to continue the services that the public needs.

Murphy motioned to approve the 2010 budget as presented. BellCampton seconded and the motion passed.

Facilities/Services, Long Range Planning

The long range planning committee consists of Moore and Means representing the Board, as well as Choszcyk, Duclo, and an open spot that may include Hollier at times.

Moore has arranged for correspondence from Rich Sales to flow through Choszczyk before reaching other staff. The committee plans to meet in February to structure a timeline and objectives and will report at the following Board meeting.

Recruitment for Board Vacancy

The County Commissioners met January 19 and voted to reappoint Moore as the Crawford representative to the Board and Means as the Cedaredge representative. These positions will expire in 2014.

Melody motioned that the Board correct the November 2009 minutes to reflect the Board's recommendation at that time to reappoint John Moore and Pat Means to the Board. Shaffer seconded and the motion passed.

The Commissioners agreed that the Board can wait to fill the open At Large position, given that only two applications have been received so far. The two can be interviewed at the February meeting and a deadline of February 26 will allow the Board enough time to bring in other candidates to the March meeting. Choszczyk will distribute the application for the position to the libraries and advertise the position in the paper and on the library website. Meanwhile, the Board will consider attributes that will benefit the position and talk to potential candidates.

Fundraising Strategies

Choszczyk showed the Board the Donation Receipt that the District uses to accept monetary and material donations. This receipt could be used in conjunction with a promotion that would ask patrons to donate \$25 (or some such amount) toward the purchase of a new book, which would then receive a bookplate with the patron's name. This could be an ongoing benefit to carry through hard budget years. The receipt is also good for tax purposes, and an upcoming staff training day will be a good opportunity to ensure that all staff members know about using the form.

The Board will talk more about fundraising at the February meeting. Moore suggested a legacy giving program and offered to bring an example to the meeting. The Board also agreed to look over handouts presented at the December meeting for discussion.

VI. New Business

Revised Collection Development Policy

After a meeting with the Crawford Friends, Choszczyk clarified a few choices of wording that were causing confusion, including the use of the words "Library" and "District."

The Board discussed how to avoid censorship by using a committee in the collection development process, the need for brand new books as donations, and the fate of donations not selected for cataloging.

Ann motioned to approve the revisions presented in the Collection Development Policy. Shaffer seconded and the motion passed.

Election of Board Officers

The Board stressed that past Board Presidents should maintain a formal role on the Board so they can share their expertise with the new officers.

The Board Officers were selected as follows:

BellCampton—President

Murphy—Vice President

Shaffer—Treasurer

Moore—Secretary

Moore motioned to approve the slate of officers. Blackstock seconded and the motion passed.

VI. Board Member Comments

The Board commended Moore for his time as President.

VII. Adjourn

There being no other business, BellCampton motioned to adjourn, Murphy seconded, and the motion passed.