

Library Board Minutes, November 17, 2009, Paonia Library

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

Also Present: Annette Choszcyk (District Director), Myrna Westerman (Paonia Branch Manager), Leah Morris (Administrative Assistant)

Location: Paonia Library

President John Moore called the meeting to order at 2:50 pm.

I. Introduce Guests

There were no guests to introduce.

II. Amend Agenda

There were no changes to the agenda.

III. Approval of Consent Agenda

Consent agenda consisted of the minutes from October 20, 2009 and the District Director's Report.

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

IV. Old/Continuing Business

District Director's Comments

Choszcyk provided a handout which included a survey of technology in libraries, comparing national levels with Colorado, and concluding that Colorado is ahead of most of the nation's library technology standards. The Colorado State Library has had a strong impact by sharing information and ideas with libraries to keep the State on that level. The Delta County Libraries' web presence is comparable to the rest of the state.

Choszcyk and Laura Major attended a Paonia Town Council meeting to discuss the District's request to lease the land behind the library. Nothing was concluded as the Town is still trying to determine the best use of the land.

Reports from Cedaredge, Crawford, Delta, and Paonia

- Cedaredge (Means presenting): At a recent meeting, the Friends of the Library discussed the magazine subscription snafu that resulted in several issues not being delivered to the libraries in November and December. This was the fault of the vender and will be resolved in January. However, the Friends wondered about gifting magazine subscriptions to the libraries. Choszcyk explained that the libraries do accept gifts of subscriptions but District policy states that all gifts do not have to be accepted.
- Crawford (Moore presenting): A patron made a nice comment likening the library to a mansion library which is available to everyone, not only rich people.
- Delta (Shaffer presenting): Manager Jamie Hollier's move from the Cedaredge Library to the Delta Library is exciting and Shaffer is ready to meet with Hollier

to organize the bank account signature information. Shaffer expressed her hopes that the new staffing arrangement in Delta will help that library to become beautiful and user friendly, with the new Paonia Library as an example.

- Hotchkiss (Choszczyk presenting): Hotchkiss has been bustling with meetings and programs for all different groups and ages.
- Paonia: (Westerman and Murphy presenting): Landscaping projects are stalled for a number of reasons.
The Community Room has been very well used and staff is working on a better management system for scheduling and keys.

Staffing

Hollier moved from managing Cedaredge to the open manager position at the Delta Library. Choszczyk has received a number of applications for the Cedaredge position and will hold more interviews soon. The Board expressed an interest in finding a candidate who will stay for a while because frequent manager turnover forces Cedaredge staff members to take on extra responsibility.

LaDonna Gunn will be taking on grant writing for the District and will be working from various libraries and at home to coordinate grants.

Kit Stephenson is the new Literacy Manager. Choszczyk is glad to have her back in a supervisory position. Stephenson is already working through the challenges of the position and gaining respect from the teachers.

Jessica McGrath has been hired to fill the children's position in Delta. She comes from a museum background in Flagstaff and brings strong outreach and programming skills to the District.

Tamara Hauze will now work part time in Crawford and Delta to fill the final Delta opening.

2010 Budget/2009 Budget Review

Choszczyk provided two handouts, a 2010 proposed budget and a 2009 year to date report through the beginning of November.

The biggest problem for the end of 2009 is the missing tax revenue income from a coal mine which has, so far, been unable to pay 2009 property taxes, resulting in an almost \$100,000 loss of revenue for the District at a time when the District should be putting money into reserves. This money may not be paid, and if it comes in at some future point, it may be significantly less. This also affects 2010, because anticipated tax money from the mine may also not come in. At this point, the money is still legally expected and is included in the report.

After discussion with managers, Choszczyk is exploring ideas to generate extra revenue and reduce spending including possibilities of increasing fines and fees, and seeking to increase donations, grants, and fundraising. For the 2010 budget, there is a decrease of 5% in the amount the District contributes to employee health insurance. The managers have agreed to add two employee furlough days in 2009, starting with November 27, 2009. Choszczyk asked the Board to think about additional ways to generate money.

Shaffer and Murphy agreed to work on a Fundraising Committee to regularly discuss finance strategies, as well as to begin a fundraising project for the District.

Murphy motioned to approve the budget draft for 2010. BellCampton seconded and the motion passed.

V. New Business

Mill Levy Certification

BellCampton motioned to certify a Mill Levy with the Department of Local Affairs. Murphy seconded and the motion passed.

Approve Amended 2009 Budget

The official amended 2009 budget will need to be approved at the December meeting with as much financial information to date as possible, and showing no overspending.

Facilities / Services Long-Range Planning

The District has engaged in an informal contract with Rich Sales and the Colorado Center for Community Development. The Board agreed that a small committee should be created, consisting of two Board members, the District Director, and a library manager. The purpose of the committee will be to talk to Rich Sales and engage various organizations, including the Cedaredge Foundation, in focus discussions and planning.

Shaffer motioned to appoint Moore and Means to a Strategic Planning Committee. Blackstock seconded and the motion passed.

Bylaws Revision

Because a new library law requires all library districts to file a copy of their bylaws with the State Library, Murphy worked to rewrite the existing bylaws to improve their formatting and make a few important changes. The Board agreed to compare the new revision with the old to discuss at the December meeting.

VI. Board Member Comments

Moore attending a performance building seminar held by the Governor's Energy Office which described how new construction and renovation will be expected to conform to approved standards in order for organizations to expect to receive government funding. These standards relate to building ergonomics and take staff and public needs into consideration.

Moore, Murphy, and Rhonda Duclo will attend a webinar on ADA workplace compliance on November 19, 2009.

Choszczyk described how the Aurora Public Library District lost a vote earlier this month which will require them to close 4 out of their 7 libraries and lay off over 50 staff members. This loss will have all kinds of negative repercussions.

Choszczyk warned the Board about several ballot initiatives which, if successful, will drastically reduce state tax revenues. Gene Hainer from the State Library is keeping libraries aware of the progress of these initiatives.

VII. Adjourn

There being no other business, Blackstock moved and Means seconded to adjourn at 4:40 pm. Motion passed.