

Library Board Minutes, December 16, 2009, Delta Library

Present: John Moore (President), Jessica Shaffer (Treasurer), Ross Blackstock, Patricia Means

Also Present: Annette Choszczyk (District Director), Rhonda Duclo (Assistant District Director), Jamie Hollier (Delta Branch Manager), Terri Mondschein (System Administrator), Leah Morris (Administrative Assistant), Bruce Hovde (County Commissioner), Mona Fawver (Delta Patron), and Robert Latrice (Delta Patron)

Location: Delta Library

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

I. Introduce Guests

The guests arrived too late for introductions.

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 November 17, 2009, Finance Report, and District Director's Report.

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

V. Old/Continuing Business

District Director's Comments

Choszczyk did not need to add anything.

Shaffer asked about potential layout changes at the Delta Library described in the report. Hollier explained that they are working with the analysis provided by the space planners to possibly move the children's area upstairs and computers down to have a dedicated staff member available to help with computer use. They are also planning to take shelving from storage to replace old shelving.

Reports from Cedaredge, Crawford, Delta, and Paonia

- Cedaredge (Means and Choszczyk presenting): Rhonda Duclo is going to be helping to manage the library a few days a week. Hiring for the manager position is on hold until District finances are clearer. Being without a manager has made it clear that the staff handbook should contain a formal plan for what to do in case a manager is not present at a branch. This will be done, as well as the emergency call lists that Murphy has been working on. New books have been moved and seem to be appealing to patrons in their new location.

A recent meeting in Cedaredge with the Historical Society, LaDonna Gunn, the Town, and other entities raised a discussion about making the library a center for historical research for the community. Choszczyk expressed that such a plan would be good for all the libraries and that future space/building planning should take that into account in Cedaredge and elsewhere in the county.

- Crawford (Moore presenting): A meeting with Crawford friends, old foundation members, Choszczyk, and Kathy Little established that there is still money to get from DOLA which can be used to finish remaining building projects.
- Delta (Hollier presenting): Staff members are all working well together. They are motivated to create organized programming for children and teens along monthly themes and will help to create programs for the Big Read. Hollier has been cleaning and sorting files left from the old managers. Frozen pipes caused two closures recently, but the problem has been fixed.
- Hotchkiss (Duclo presenting): Things have been running smoothly and Duclo is confident that staff will cover the library well while she is helping in Cedaredge.
- Paonia: (presenting): The last foundation meeting will discuss landscaping and final logistics, including DOLA funding.

A fundraiser has been started by local businesses, largely the Paonia Peddler, with the goal of raising money for landscaping the library grounds. This will take place December 19 and 20 and will involve a silent auction, t-shirts, and music.

Staffing

There is currently only the Cedaredge Manager position open. Staffing is looking good.

Budget Scenarios

Choszczyk provided a new 2009 budget handout. This showed the tax revenue short \$86,326, which is the money should come from the mine. There was no interest at the tax sale for the mine, so now the county is waiting to see if the mine will be bailed out by a loan. Choszczyk explained that the delinquent tax revenue will require the District to remove money from the reserves in 2009, but not in the amount that she originally feared. Shaffer applauded Choszczyk's work in keeping that number low.

The literacy budget items have been separated and include grants and contracts.

The budget still needs fines and fees for the end of the year, as well as the final payroll and vouchers, which means that it will have to be approved this month and next.

Means motioned to approve the amended budget for 2009. Blackstock seconded and the motion passed.

Facilities/Services, Long Range Planning

The long range planning meeting has been put off until February 2010. The committee members are Means, Moore, Duclo, Choszczyk, and one open position that the Board would like to keep open and flexible.

Bylaws Second Reading

Shaffer pointed out that under section 5.5 the word "if" should be "of."

Means motioned to approve the amended bylaws. Blackstock seconded and the motion passed.

Recruitment for Board Vacancy

The Board has one at large-position open which will need to be advertised. Choszczyk suggested that Board members think about qualities, skills, and experience that could be useful to the position and provided a handout designed to help with the process. The Executive Committee agreed to review.

VI. New Business

Fines and Fees Schedule

Hollier provided a new fines and fees schedule that several managers created. The new charges should go into effect with the new ILS system. These changes should help to increase revenue. Hollier and others researched Colorado libraries to determine how the new charges fit in with the rest of the state and concluded that the rates are very comparable.

Fines and Fees Schedule:

Overdue charges will increase from \$.10 to \$.20 per day.

Lost book processing charges will increase from \$2.50 to \$5.00 per lost book.

Lost card replacement fee will decrease from \$2.00 to \$1.00 per card.

Means motioned to approve the new fine and fee schedule at the rates shown above. Shaffer seconded and the motion passed.

VI. Board Member Comments

Means inquired about the status of the state ballot initiatives discussed at the last meeting that would significantly reduce tax revenues. Hovde explained that the signatures are still being checked and nothing more is known at this time.

Hovde described Delta County's current budget policy of not replacing employees unless they are absolutely essential and felt that postponing hiring for the Cedaredge manager position was a good approach. Hovde also agreed with creating furlough days to save money, as the County has done the same thing.

Moore asked whether anything was known regarding DOLA funding and Hovde explained that he has no new information, other than high reported lottery revenue.

So as not to have a meeting in the same place two months in a row, the Board agreed to switch the next two meetings and have the January meeting in Crawford and the February meeting in Delta, weather permitting.

VII. Adjourn

There being no other business, Shaffer motioned to adjourn, Means seconded, and the motion passed.