

Library Board Minutes, February 18, 2009, New Paonia Library

Present: John Moore (President), Pat Means, Ann Murphy, Melody BellCampton, John Verbiscar

Also Present: Annette Choszczyk (District Director), Bruce Hovde, (County Commissioner), Leah Morris (Administrative Assistant), Myrna Westerman (Paonia Manager), Kit Stephenson (Web Designer), and Terri Mondschein (System Administrator)

Absent: Ross Blackstock and Jessica Shaffer

Location: New Paonia Library

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

I. Introduce Guests

II. Approval of Minutes of January 21, 2009

Murphy moved and BellCampton seconded that the Board approve the minutes from January 21, 2009. The motion carried.

III. Amend Agenda

Moore requested that item 5f [Bylaws Revision/Standing Committees Policy Revision Report] be taken from the agenda, as more work still needs to be done.

Choszczyk added "Auditor" under New Business.

The revised agenda was approved.

IV. Approve Consent Agenda:

District Library Director's Report.

Verbiscar motioned to approve the consent agenda and Means seconded. Motion carried.

V. Old Business:

District Library Director's Comments

Choszczyk presented an article about the best small public library in America and stressed some of the important concepts, including a goal to treat all patrons like board members, a restructuring of Children's Services, and focused work with the School District. Because the region in the article is very similar to Delta County, Choszczyk felt that many of the strategies utilized in the article can be successfully applied to the District and should at least serve as inspiration.

Choszczyk is working with branch managers to create a meeting room policy draft, which she will bring to the next Board meeting.

Nancy Bolt, a past State Librarian, has obtained a second round of the grant which provides money for the Bulgarian Library partnership program. Delta County is part of the program, with a Bulgarian sister library, and this grant may allow someone from Delta County to go there and someone from Bulgaria to come here.

Workers from Wired Right, the Paonia company that helped to wire the new Paonia Library, have provided Choszczyk with information about splitting the District's Internet bandwidth to separate staff Internet from public Internet, resulting in increased speed and security on the staff side. Discussions also arose about creating a virtual phone system that would allow for calls to be easily transferred around the District. Choszczyk and staff will continue to explore these options.

The Annual Report is well underway. One of the statistics that stands out is that total circulation increased by 12% in 2008, with the largest increase in Delta and the smallest in Crawford. Choszczyk also has turnover reports which further analyze circulation of the collection, statistics which are regularly reviewed at manager meetings. New budget codes will allow for better comparison of spending and circulation in 2009.

Choszczyk obtained a list of numbers of students enrolled all Delta County School District schools and learned that Delta has the most kids enrolled and Cedaredge the second most. 585 students are in English Language Learning classes, indicating that there are a lot of families to target for ESL classes.

Staffing and Vacancies

Choszczyk is ready to offer the open Delta Library position to a bilingual/bicultural applicant. By using money from grants and the Hotchkiss Foundation, Choszczyk is hoping to offer the person more hours to create a District Outreach position.

Budget

The 2008 budget was successful in that the District was able to put money into reserves while meeting goals for the year.

BellCampton motioned to approve the 2008 budget as amended in the final report presented to the Board. Murphy seconded and the motion carried.

The Financial Committee has not been meeting regularly, but Moore and Shaffer intend to use the better budget reports in 2009 for future planning.

Choszczyk sent the Board the budget report that was turned in to the State.

Logo RFP and Web Design Process

The Tech Committee and the Board Executive Committee have been working with Justin Hess to fine tune a logo design, which Stephenson presented to the Board. The books-as-cliffs theme in a classic design represents both reading and Delta County in what the group feels is a timeless presentation. Hess is now working to incorporate the logo into specific uses such as letterhead.

Stephenson presented the new website, which incorporates the logo in its design. She explained how specific links will work and described many of the elements of the site.

A question arose about incorporating a Spanish language element, which Choszczyk agreed was necessary. The Board also wondered if a URL address had been selected yet and Stephenson suggested that deltacountylibraries.org is available, which the Board liked.

The Board provided consent to move forward on both the logo design process and the web design process.

Choszczyk described her goal of posting Board materials on a secure, staff-only website to help facilitate organization prior to Board meetings.

Mondschein and Morris agreed to do the necessary work to update the Board information on the current District website.

Art Policy—Third reading

Moore updated the Agreement wording based upon discussion at the January Board meeting. He stressed that this is only a policy for actual artwork, not all display materials, and it can be revised as necessary in the future.

Murphy motioned that the Board accept the Art Policy as written. BellCampton seconded and the motion carried.

City of Delta Negotiations

The Board chose to visit Delta Negotiations in Executive Session.

ILS Search Report

Monschein provided a report on the results of the Tech Committee's work exploring ILS software companies. The Committee dismissed a number of options based on high cost or inability to meet the needs of the District. Ethics and maintenance issues contributed to the decision not to go with Liblime, the ILS software selected by the ASCC consortium, of which the District has been a part. Instead, the Tech Committee is recommending that the District stay with SirsiDynix, the company that provides our current ILS, but move to their next generation product, Symphony. This course of action offers a smooth transition, a suitable cost, and a good deal of training.

Mondschein is fine tuning cost issues and contract elements and the District will make an official decision soon.

VI. Parking Lot

VII. New Business:

Interim Mission Statement/Long range goals revision

Choszczyk is working with the Executive Committee to finesse the wording on the long range plan. The Committee intends to provide an interim plan in 2009, with the goal of having a real plan in 2010.

To start the process of rewriting the District's Mission Statement, Choszcyk passed out a brainstorm sheet which she asked the Board to complete for the March Board meeting. She suggested the Board review examples from the Board retreat. Board members may want to consider the tag words, "Life. Learning. Leisure."

Paonia Vandalism

Three windows, some of the siding, and a section of soffit on the new building were broken by rocks. No one has been apprehended, although a witness described a lone, adult male as the culprit. The damage was done the first night the parking lot lights were turned on. Choszcyk has submitted an insurance claim for \$2000 for the windows and is awaiting a bid for the rest of the work. She is looking into potential ways, such as Crime Stoppers, to avoid this happening again.

Paonia Grand Opening

The Grand Opening of the new building is scheduled for Saturday, April 25, 2009, from 2-4 pm, with a ribbon cutting, short "hellos" and an open house. A cornerstone ceremony will precede the event at 11 am. If the move goes well, the library is scheduled to actually open on March 17.

The shelving from the Steamboat Library has worked well in the space and there is enough left to replace some unsafe shelving at the Delta Library. It is currently in storage in Paonia.

Olen Lund is standing by his offer to provide money for paving parking and handicap spaces at the Crawford and Paonia Libraries. He is awaiting a letter from Paonia requesting the funds, for he needs the request in writing and already has a Crawford letter.

District Foundation/Friends Groups

Branch Manager Rhonda Duclou is working to start a Hotchkiss Library Friends group, and at a recent meeting found that several people were interested in working on District-wide projects. This has led to a discussion about bringing groups together to form a District Friends group which can work with the District Foundation to work on grants and programming on a county-wide scale. Board members should send names of potential key organizers to Annette, as well as attending local Friends group meetings. Moore offered to be on a committee to pursue this.

Cedaredge Update

At a recent Cedaredge Foundation meeting, members discussed options for expansion of the library, with a focus on a piece of land that the adjacent motel is offering for sale. Verbiscar highly recommended the purchase, but the Foundation was reluctant, based on several logistical issues such as parking. Moore and Means decided to attend a meeting with the Foundation to offer the perspective of the Board. Moore suggested finding an architectural intern to help suggest potential ways to use the property.

Auditor

Bookkeeper Emma Neil has requested that the Board contract with the same auditor as in 2008 so that audit work can progress.

BellCampton motioned to approve contracting with Johnson, Holscher & Company, P.C. Means seconded and the motion carried.

VIII. Board Member Comments

BellCampton provided a handout of District articles that have appeared in the Delta County Independent in the past month and commended the strong library presence in local media.

Means clarified that Sopris Surfers, Inc., was bought by Skybeam.

IX. Executive Session

At 4:25 p.m., BellCampton motioned, Verbiscar seconded, that the Board enter executive session according to Section 24-6-402 (4)(f), C.R.S., for the purpose of discussing personnel issues. At 4:58 p.m. Executive Session ended.

Ann Murphy moved, Verbiscar seconded, that the E-Mail Policy as presented by Choszczyk be adopted as amended.

X. Adjourn

Verbiscar moved, Murphy seconded, to adjourn.

The meeting was adjourned at 5:02 p.m.