

Library Board Minutes, March 18, 2009, Cedaredge Library

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

Also Present: Annette Choszcyk (District Director), Bruce Hovde (County Commissioner), Leah Morris (Administrative Assistant), and Terri Mondschein (System Administrator)

Absent: Ross Blackstock and John Verbiscar

Location: Cedaredge Library

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

I. Introduce Guests

County Commissioner Bruce Hovde introduced himself.

II. Approval of Minutes of February 18, 2009

Means moved and BellCampton seconded that the Board approve the minutes from February 18, 2009. The motion carried.

III. Amend Agenda

Meeting Room Policy and Board Communication were added to the end of Old Business.

IV. Approve Consent Agenda:

Moore approved the consent agenda.

V. Old Business:

District Library Director's Comments

Choszcyk distributed business cards to Board members which include the new logo and look for the District. Choszcyk then passed around a proof of the new library cards that are underway to replace old library cards in a big publicity event. In conjunction with this, Choszcyk has reviewed the District's New Patron Policy, in which the Board delegated to the managers rules governing provisional cards for new patrons. Because Choszcyk feels this is a breach of trust with the patron, she will work with managers to amend the rule and allow all patrons the standard 40 item / 5 DVD limit. Moore pointed out that the theft coverage on the District's insurance policy would cover theft of more than \$500 in materials. Choszcyk also provided an inspiring article which reflects her goal to get all elementary school kids signed up for library cards as part of this promotion and on into the future.

Choszcyk, Morris, and Duclo created an ad for the business edition of the Delta County Independent which is clearly gaining public attention.

There have been issues with the electric bill at the new Paonia Library, which opened today, 3/18, but otherwise patrons are really excited about the new building.

The Cedaredge Library staff received their storage shed and they have started putting it to good use.

Choszczyk and Morris have created an electronic version of the District Policy Handbook. They will make obvious corrections first and then start working through real changes.

Because of a recent programming issue in which the Board became involved, Choszczyk has created a new PR arrangement with the branches to promote clearer communication throughout the District. She stressed that there will always be issues with appropriateness of public events and is looking into a Program Policy which focuses on freedom of speech and information to present at the next Board meeting.

Cedaredge and Hotchkiss are working with the results of the space planning sessions.

Finance Committee Report

Moore explained that the Finance Committee has a meeting scheduled for after the current meeting. He believes the budget looks good, but will need to talk further with Choszczyk about some questions in the reserves figures.

Staffing and Vacancies

Ruben Melgoza has been hired as the Intercultural Activities Coordinator for the District. He is working full time and splitting his time between Delta Library on evenings and weekends and the Literacy Department during the work week. Funding for his position is split as well. Melgoza will be helping with marketing, arranging and filling ESL classes, translating, and improving the quality of service to the Spanish speaking population.

Choszczyk has interviews scheduled for 3/19 with candidates for the Delta manager position.

Logo RFP and Web Design Process Report

The logo is done and has already been used a few times. The website is scheduled to go live sometime before the Paonia Library Grand Opening on April 25. After that, Stephenson will still have to work on teens, kids, and Spanish Language pages.

Bylaws Revision / Standing Committee Policy Revision

There were some minor changes to the Standing Committee Policy.

Murphy motioned and Shaffer seconded to approve the Second Reading of the Standing Committee Policy. Motion passed.

City of Delta / Delta Library status report

More building issues have emerged with the Delta Library, including a structural separation of the front façade which is creating bug, moisture, and heat loss problems. No meeting is scheduled with the City, but these problems will need resolution. It is possible that State Historical Funding may help to pay for repairs, but Moore, Choszczyk, and Duclo are still collection information about the building and options.

ILS Search Report

Mondschein has recommended the District use SirsiDynix' Symphony product, which includes a \$28,000 training and migration fee. A contract with SirsiDynix is currently under review and BellCampton offered to look at it. The Board wondered whether an attorney ought to look as well, but Mountain States will not fill that role.

Mondschein would like to see migration happen in 2009. The migration will take about four months to complete and needs to happen at a "less-busy" time, perhaps after the Summer Reading Program is over.

ILS stands for Integrated Library System.

Meeting Room Policy

Choszczyk provided a handout with questions that need to be answered to create a functioning Meeting Room Policy. Because people are clamoring to use the new Paonia meeting room, there is need for a policy quickly. However, there are a lot of challenges because meeting room use can vary so much, with issues including charges, after-hours use, non-profit use, cleaning deposits, booking, keys, study rooms, and alcohol. Choszczyk has been working with managers to determine what they need in a policy and would like for Board members to e-mail her with their ideas promptly so that she can put together a plan.

Board Communication

Because Board information was accidentally uploaded to the website, several Board members had to field complaints from patrons through e-mail and over the telephone. This information has been removed and replaced with one e-mail address, board@sopris.net, so that the public can send feedback to the Board effectively.

The Delta County Libraries ning is also getting organized and the Board has a section which Board Members can join to trade correspondence, upload files, and discuss issues in a secure, password protected location that staff must have approval to access.

VI. Parking Lot

VII. New Business:

Interim Mission Statement / Work Session on New Mission Statement

The Board scheduled a work session for 1:30 PM on 4/15 to precede the regular Board meeting in Delta. Managers will be invited to join the Board to work on an Interim mission statement that will stand until the complete planning process targeting the needs of the community and the role of the library provides the grounds to create a

permanent mission statement. Choszcyk would like to see a simple, concise, and flexible statement emerge from this process. Murphy and Choszcyk both provided a number of mission statement examples for Board members and managers to review before the work session.

A discussion followed relating to community needs and how library statistics need to reflect the demographics of the communities.

Paonia Grand Opening

This will take place on April 25 from 2-4 PM with a Mason Cornerstone Ceremony at 11 AM. Morris, Choszcyk, and Murphy have created an invitation. Friends of the Paonia Library will take care of refreshments and Murphy is coordinating the event.

The Chambers of Commerce in Hotchkiss, Crawford, and Paonia have scheduled a Business Symposium for the same day in Paonia from 9 AM – 1 PM, hoping to bring a number of business people to town who could then attend the Grand Opening. The District will have a presence there as well, showcasing the ReferenceUSA database.

District Foundation/Friends Groups

Moore asked that Board members continue to identify candidates from Friends groups who might become a part of the District Foundation. Names should be given to Moore and Choszcyk.

Cedaredge Update

The Board agreed that Moore should contact the Colorado Community Development Corporation to request some conceptual drawings from their architectural interns. The drawings should provide the Cedaredge Foundation with some ideas for expansion. This is not to be confused with the recent space planners who focused on the inside of the building.

VIII. Board Member Comments

BellCampton mentioned that she likes the new look that is emerging on District publicity with the use of the new logo.

IX. Executive Session

At 3:45 p.m., BellCampton motioned, Means seconded, that the Board adjourn and then enter Executive Session just before 4 pm according to Section 24-6-402 (4)(f), C.R.S., for the purpose of discussing personnel issues. At 4:45 p.m. Executive Session ended.

X. Adjourn

There being no more business, at 4:45 pm BellCampton moved to adjourn and Shaffer seconded.