

Delta County Library Board Meeting Jan. 19, 2010

Library Board Minutes, January 19, 2011, Hotchkiss Library

Present: Melody BellCampton (President), Ann Murphy, Pat Means, Jeanne Callahan, Annette Choszczyk (District Director), Rhonda Duclo (Assistant District Director).
Guests: Lea Hart (Delta Manager), Terri Mondschein (Tech Services), Rick Steckel(Crawford), Bruce Hovde (Delta County Commissioner)

Absent: Ross Blackstock

President Melody BellCampton called the meeting to order at 1:35 p.m.

I. Introduce Guests

Bruce Hovde, Rick Steckel, Lea Hart, Terri Mondschein

II. Public Comments

None

III. Approve /Amend Agenda

No changes to the agenda.

IV. Approval of Consent Agenda: December 15, 2010, Minutes; District Director's Report and Finance Report.

Means moved, Callahan seconded, to approve the consent agenda. Motion passed.

V. Old/Continuing Business

a. District Library Director's Comments

- Staffing: Carol Foreman started as manager at the Cedaredge on December 16. Lea Hart has taken over the duties of manager in Delta, Terri Mondschein has resigned to take a position in Weld County. She is training, Kit Stephenson to fill her job. Kit will continue to do updating on the website. Leah Morris is back half time from maternity leave; she will be doing processing. LaDonna Gunn will be doing promotion, marketing and e-rate in addition to projects and grants.
- Buildings: Dennis Humphries, (architect for the Paonia building) is going over issues with the Paonia building. Steve Wasilkowich and Humphries went over the roof and other issues. Additional leaks were found but they are not current. More siding damage was found. They took lots of pictures for documentation. Also, Humphries has agreed to help with the Delta library assessment as a technical advisor. He is currently touring the library with LaDonna Gunn.

b. Oral Reports from libraries

- Delta: The cooling is still out. The elevator should be repaired next week.
- Paonia: Wasilkowich is handling the landscaping RFP process. Over ten parties have indicated an interest in the project. Interviews and the selection process are to follow.

- Cedaredge: The Foundation is considering options and possibilities for the building. They may have enough money to do an expansion. Will Snowden's plans are being looked at again. There is also a new retired architect in town who wants to help. Dennis Humphries may also be willing to assist. There are still landscaping issues. Annette met with the Cedaredge Friends. The Friends and Foundation need to work with the District for staging in light of reduced budgets.
- Crawford: Need to build a retaining wall around the big evergreen tree. There are little fixes around the building, but otherwise the project is virtually complete.
- Hotchkiss: Have contacted a couple of electricians and builders about bids for installing a handicap door opener for ADA compliance.

c. **Advocacy:** Callahan stated that every board member is a member of the committee.

d. **Grants:**

- USDA funds may be available for purchase of furniture for the ADA part of BTOP. Domes that cover ADA centers keep the sound down would be advantageous.
- HSA fund The biggest question is how to monitor the north east corner that is sinking long enough to get information without delaying the project. We need to know if we need to add piers before we can make a plan for repairs. We also need a mechanical HVAC design for the first two buildings before we can plan for the heating/cooling system. LaDonna and Annette are meeting regularly with the historical society regarding the building issues and Dennis Humphries will give advice so that the staging and sequence is properly set.
- BTOP: Annette and LaDonna met with BTOP regarding costs, money flow, etc. for ADA requirements. We will probably purchase what is needed and seek reimbursement. The state is putting together what is needed for the ADA package and we have until June or July to do purchasing. The state BTOP program is working on an advertising/publicity campaign; local grantees will also need to do publicity.

VI. Parking lot

No business

VII. New Business

a. **Budget:**

- Annette presented an amended 2010 budget. The bookkeeper restructured it so that restricted funds are all shown in one area of the document. Callahan moved, Murphy seconded the motion to approve the amended 2010 budget of \$1,463,288 Motion carried.
- 2011 Budget: These are the best numbers that we have now for 2011 expenses. Health insurance has increased. There will be money from BTOP. We may need to use a different internet provider. We have received bids from e-rate providers for an all district telephone/internet system. On the budget sheets the 2010

numbers are now actual. \$190,574 was added to reserves in 2010, some of which was reserved for building projects in 2011.

Murphy moved, Means seconded the motion to approve the 2011 budget of \$1,475,125. Motion carried.

- b. Recruitment for Board:** A couple of people from Crawford have indicated an interest in the Crawford area Board position. There may be someone from Altrusa interested in the Delta area position. Callahan volunteered that she could represent Delta and thus open up the at large position, if needed for better recruitment.
- c. Policy:** A first reading was conducted on a policy delineating the relationship between local libraries, foundations and friends' organizations and the District. The roles of each are specified in the policy per Colorado Library Law. It was suggested that a statement be added that local library staff may not be on the boards so as to eliminate conflict of interest.
- d. Statistics:**
- Two weeks of counting in May and August were used to make the comparison. We are able to track usage and budget better with these types of statistics. We need to increase the total number of cards and usage.
 - Card Campaign Ideas
 - There needs to be a pitch about library cards at every library program. The library needs to be at every festival and event to make cards.
 - One goal could be 100 cards a day for 10 days.
 - Senior access to library cards could be provided at the Senior centers.
 - History Promotion: Delta library will have its centennial in 2011. Crawford community will also have a community centennial in 2011. We will promote a District-wide celebration of one hundred years of library service in Delta County, including all our libraries and communities. We will be collecting photographs and stories about libraries and library services in all of our communities.
 - We need feedback from people who have used the new classes.

VIII. Board Comments: Discussion was held on how to promote the libraries.

IX. Adjourn: Callahan moved, Means seconded the motion to adjourn. Motion passed. The meeting adjourned at 2:55 P.M.

The next meeting will be in Cedaredge on Wednesday, February 16, 2011 at 1:30 p.m.