

DELTA COUNTY LIBRARIES BOARD OF TRUSTEES MEETING
MINUTES October 19, 2011
Hotchkiss Library

Present: Melody BellCampton, President; Ann Murphy, Vice president; Dorothy Pew, Treasurer, Cheryl Smith, Ross Blackstock, Pat Means
Director: Annette Choszczyk
Guests: None

The meeting was called to order by President BellCampton at 1:30 PM.

There were no changes to the agenda.

The financial reports have been added to the consent agenda. Murphy moved and Means seconded that the consent agenda be approved. The motion carried.

Old Business

Director's Report:

Choszczyk participated in a grantor visit last week for the Orton family Heart and Soul Program. The North Fork proposal is for \$100,000 and expertise to assist the 3 towns (Crawford, Paonia, Hotchkiss) in sharing values and visions and creating a plan for sustainability. The DCL is identified as a major stakeholder for the project. Previous Vision 20-20 work done by the North Fork community is valued and the odds of being funded appear good.

Betsy Marston of Paonia is a member of the El Pomar Foundation advisory board. El Pomar has previously funded the school backpack program. Marston requested information on all DCL children's programs, which raises the possibility of the District receiving financial support through a recommendation rather than a grant process. It was reported that the advisory committee did not recommend funding for the library, but that the El Pomar Board encouraged the library to apply for a grant.

John Gavan and Annette attended a webinar by EagleNet, a company which may have the potential for improving broadband service. Work with the state library system is not as advanced as hoped, but the DCL will be kept in mind. The school district is already involved; it is unknown if DCL could hook up with that. Project completion date is 2013. John will continue to monitor this.

Oral Reports

Cedaredge: The article added to the Director's report came from Cedaredge. The library has been busy and the environment seems "livened".

Crawford: The first computer class had 4 people signed up; two attended. Plans are in place to do reading at the preschool/daycare.

Delta: The library has been extremely busy, especially in late afternoon and early evening. There has been a lot of computer use. Annette added that the preschool storytime has grown so much that it almost needs two sections. The phone system has been repaired and reprogrammed and Annette and staff are working on security for the downstairs area, to include door alarms.

Hotchkiss: Shelves and displays have been moved around to maximize attractiveness.

A local artist is donating her collection of valuable art books; a library substitute who is an artist is helping to sort them as there are too many for one library and thus need to be divided throughout the district. Rhonda attended the Town Council meeting.

Paonia: The library, especially the computers, has been busy.

Literacy: A meeting was held with the Lt. Governor who is touring the state regarding early literacy. No funding is included, but there is support and promotion.

Staffing: The District is going back to the idea of adding a part-time (20 hour/week) clerical assistance person for administrative staff, especially for data entry and marketing assistance.

Budget Update: The consent agenda contained the end-of-month report. Current sheets distributed (2011 actual) go all the way up to the current date. There are few changes from last time; the sheet show \$100,000 in potential donations; this may be changed later.

Annette and Ann reviewed an online fundraising possibility; donations are done online (for materials) and the dollars raised are spent at the particular vendor. Staff will look into what the vendor has available.

Dorothy asked about a program where you can text a word and your cell phone is automatically charged. This fundraiser was done for Japan and Haiti and has been used by the Red Cross. Dorothy will investigate this further.

The budget spread sheet shows \$34,512 going into reserve and \$130,384 coming out to be used for the 2012 budget year. The rest of the budget spreadsheet shows the categories of expenditures. Costs going up include health insurance and upgrade of the internet if that occurs.

In preparation for the meeting with the Commissioners, Cheryl moved and Dorothy seconded that we approve this budget. The motion carried. This budget presentation during County budget hearings will serve as the required public hearing on the budget.

Centennial Celebration: The next event will be a "birthday party" with the Delta community.

Managers' Meeting Report: The managers replicated the SWOT process that the Board did, but they still have the vision exercise to complete. This led to a flow chart for the Executive Committee of the process leading to the ultimate goal. The analysis will continue, looking at both short-term and long-term solutions. Currently, this is at the brainstorming stage; the goal for next year is to specify targeted actions.

Trustee Vacancies: We need people who are able to be active advocates, as it will soon be time to start meetings with community stakeholders. John Moore will help with the formation of the Advocacy Committee. Melody reviewed the list of Trustees, their addresses and their term end dates. Three terms end in 2014, so Ann moved and Dorothy seconded the motion that the new "at-large" vacancy should have a term ending in 2016. The motion carried. Melody suggested that we look at previous applicants. Annette reported that our largest client base is Delta and that we need to emphasize a district-wide rather than a local focus.

Pat Means asked if there is another vehicle for getting more information about library activities out to the community (beyond the weekly library calendar). LaDonna had been working on this, but has had to reduce her hours; the plan is to pick up on this as soon as possible. Board and staff can write articles and forward them to Annette. It was noted that the ads in the High Country Shopper seem to have the most impact.

Pat asked if perhaps a quarterly DCL newsletter could be done. More timely information also needs to be posted on the DCL website. Both of these efforts lag because we need the staff to do them. Library staff reporting to Town Councils might be a vehicle (this is already done in Hotchkiss) as could be reports at Chamber of Commerce "after hours" events. These activities would help raise awareness.

Collection Policy Second Reading: Changes have been made in response to earlier Board suggestions. Pat moved to accept the current draft of the policy. Ross seconded. The policy was approved unanimously.

New Business

Board Updates on Contracts and Grants: The question was raised about the role of the Board on contracts and grants and any legal obligations that fall on the Board if the Board President's signature is required on grant contracts. Some contracts require this, others – usually NGOs—call for the signature of the person at the same level of responsibility. If information on grants and contracts are send out in advance as part of the consent agenda so that all Trustees are aware, this would be helpful. The Board will consider this more and continue discussion in the future. There is no intent to vote on approval of grants and contracts, but instead to assure all are informed.

Adjournment: Dorothy moved and Cheryl seconded that the meeting be adjourned. The motion carried and the meeting adjourned at 3:10 PM.