

MINUTES OF THE DELTA COUNTY LIBRARIES BOARD OF TRUSTEES
Cedaredge Library
November 16, 2011

Trustees Present: Melody BellCampton, President; Ann Murphy, Vice President/Secretary; Dorothy Pew, Treasurer; Ross Blackstock; Pat Means and Cheryl Smith
Also Present: Annette Choszyzck, District Director; Rhonda Duclou, Assistant Director; and Carol Foreman, Manager Cedaredge Library
Guest: Bruce Hovde

President BellCampton called the meeting to order at 1:30 p.m.

INTRODUCE GUESTS: Bruce Hovde, Commissioner

PUBLIC COMMENTS: None

APPROVE/AMEND AGENDA: Means moved and Smith seconded that consent agenda will contain one month's general ledger for the financial report. Motion passed.

OLD/CONTINUING BUSINESS

ADDITIONAL DISTRICT DIRECTOR'S COMMENTS INCLUDED.

- An administrative assistant, Tennie Lundy, will start November 28, at 20 hours/week. Her responsibilities will include writing press releases, preparing weekly marketing advertising, and handling other clerical jobs, data entry for Literacy, and filing.

ORAL REPORTS:

Cedaredge - Regular reports are being made by library staff to Town trustee meetings. Pat asked about craft project supplies and if participants could donate towards program costs. Annette indicated that it is allowable to ask for donations by participants in programs.

Crawford - Staff are moving collection materials around. A donation from Crawford Friends Church may be used to purchase shelving. Classes remain about the same. Friends will assist staff by delivering books to homebound patrons.

Delta - Centennial birthday party tomorrow night for the Chamber of Commerce "business after hours" meeting, the party will be held in the lower level of the Carnegie section of the building. Delta is trying to get new people involved in the Friends' group. John Gavan has been working at Delta on the computers. There are now public computers for children in the lower level. The library looks great with shelving updates and new books displayed by the checkout area. To improve building security, an alarm was installed on the back door so no one can leave that way without staff knowledge.

Hotchkiss - Everything is in the Director's report. The re-arrangement of downstairs space includes adding a wall to create office and work space for John Gavan and the area he is currently using will be used by the new administrative assistant.

Paonia - Staff are keeping an eye out for a certain individual with previous problems. The Paonia book sale will be December 9-10. On the 10th, as part of the Town festivities, patrons can ride to the book sale from downtown on a horse-drawn cart with Mrs. Santa. Wire cages have been placed around the new trees to protect them from deer.

Literacy – The District has received the report from the recent PAIR review. Laptops at Delta center have been updated. Jessica is planning computer training for public and staff.

STAFFING: The new administrative assistant, Tennie Lunde, will start after Thanksgiving. John Gavan is very busy with all the IT needs.

BUDGET UPDATE: Budget preparation work continues. Staff are considering amendments to the 2011 budget to reflect actual costs for various areas. The current work sheet shows expected donations in 2012 which will be used for books and collections. Annette reported on potential savings in 2011 that will be added to the reserves.

- INTERNET: Staff is continuing to work with various providers to see if we can improve Internet speed and reliability for the coming year. We realize that changes need to be made and that the first half of 2012 may not be reimbursed from *e-rate* funds if we change vendors; however, we should begin receiving reimbursements again after July. We now receive a higher rate of reimbursement for e-rate due to poverty levels in the County.
- INSURANCE: Medical Insurance is finalized with a change of provider to Anthem Blue Cross. Our plan year begins in December.
- UTILITIES. We are close to knowing a final cost we paid.

Choszczyk and Murphy presented the 2012 budget during the public budget hearings held by the County Commissioners.

On November 21, we will have a new e-book lending service provided by Overdrive through a Colorado consortium of libraries. Managers will be trained on November 22 with staff training to follow.

Our operating system vendor, Sirsi has developed an iPad app, BookMyne, which was demonstrated to the Board. It allows users to search for materials and place holds or renew materials from any location.

100TH BIRTHDAY CELEBRATION. There were events all summer, including parade entries at every celebration County-wide. The first big birthday party for the Delta building is tomorrow night in Delta at the Chamber of Commerce “business after hours.” The District will be hosting a number of events between now and May and we will have a history supplement in the DCI in May. Staff are currently gathering stories and pictures for the supplement.

TRUSTEE OPENINGS. The At-Large Trustee position is open. The Hotchkiss Area Trustee position, presently Ross Blackstock, will be open at the end of Blackstock’s term, January 31, 2012. Both openings will be advertised and applications will be available online and in the libraries. Trustees are encouraged to recruit potential applicants.

A question was raised regarding any desired changes in the Consent Agenda. The Board indicated that they are happy with consent agenda as is.

NEW BUSINESS

- A. Work sessions will continue so as to address budget concerns for upcoming years. The next step will be planning for advocacy efforts. Means, Murphy and John Moore will meet and make plan

to bring in others that have been identified. This small group will join with LaDonna Gunn and Choszczyk in an online advocacy training that begins in March. The Public Library Association has an advertising program "Geek the library" that we are considering for implementation in 2012.

The Board will have a planning session at the end of each regular Board meeting to discuss ongoing issues about advocacy, long range goals, and promotions.

- B. A library district newsletter was discussed. Most libraries are going to apps and online rather than print. The District has received good comments from the public about the information published in the DCI.
- C. The Board noticed the improvement of the parking area at Cedaredge.

The meeting was adjourned at 3:05 p.m.