

**MINUTES OF THE DELTA COUNTY LIBRARIES BOARD OF TRUSTEES**  
**DELTA LIBRARY**  
**January 16, 2013**

The Meeting of the Board of Trustees was called to order by President Ann Murphy at 1:30 p.m., January 16, 2013.

Trustees Present: Ann G. Murphy, President; Cheryl Smith, Vice President; Dorothy C. Pew, Treasurer; Melody BellCampton Secretary; Katie A. Gnauck; Bill Welch, and William Crank  
Also Present: Annette Choszczyk, District Director; and Tennie Lundy, Administrative Assistant

1. **INTRODUCE GUESTS:** Bruce Hovde, Commissioner for District 2
2. **PUBLIC COMMENTS:** None
3. **APPROVE/AMEND AGENDA:** Bill Welch moved and Katie Gnauck seconded, motion passed with the addition of 7E Advocacy.
4. **APPROVE CONSENT AGENDA:** Cheryl Smith moved and Katie Gnauck seconded that consent agenda will be approved as amended containing the November 14, 2012 Minutes, and December 12, 2012 Minutes with correction adding motions for approval of Delta County Library Board Bylaws —Revisions Article III, Section 3.6 and Article V, Section 5.1 motions, and District Director's Report, and Finance Report.
5. **OLD/CONTINUING BUSINESS**
  - a. **DISTRICT LIBRARY DIRECTOR'S COMMENTS:**

Annette Choszczyk distributed a chart showing Active Users by Year for 2012. The highest active user age group age is 11–20 year olds. About 40 percent of cardholders are active users. A second report for 2012 shows the number of E-books, Audiobooks, and Videos available to our patrons on OverDrive for 2012. We are sharing OverDrive e-materials with a consortium of libraries so that we have more materials available to the public.

Choszczyk corresponded with District Directors all over the state and found, generally, that checkouts of physical items went down from the previous year while e-materials are really taking off. Our e-materials showed an over 300 percent increase in circulation in 2012. Zinio downloadable magazines are really taking off, even before we promoted the service. The library has 48 titles that patrons can download to computers and devices.

Because Oxbow mine has shut down approximately 240 people are currently not working. Library staff is gearing up to help people apply for unemployment or other benefits. We will be working with the Workforce Center in Delta and utilizing our Workforce Center computers and equipment.

Someone who grew up outside Delta put the library in their will and we received a donation of \$5,000 because they remembered all the good times they had had at the library.

Letters sent out for the Summer Reading Program and so far, the library received \$625 in donations. This gives businesses a chance to participate on a small level to support kids and reading.

Choszczyk invited everyone to the retirement party for Rhonda Duclon on February 1 at 2:00 p.m. She has served 30 years as Hotchkiss Library manager and Assistant Director of the Delta County Library system.

**b. ORAL REPORTS:**

**Cedaredge:** Bill Welch reported Cedaredge Friends had their first meeting of the year last Thursday. The meeting was packed with about 36 people in attendance. The Literary Club in Cedaredge that has been very active with the library over the years donated a new TV, a new Blu-ray player, and a super paper cutter. As they do every year, the Friends voted to donate \$3,500 to the library for collections. The Friends talked about the spring book sale for Cedaredge. Ann Murphy said it would be nice if we could get all five groups to coordinate and promote each.

**Crawford:** Cheryl Smith reported that Kit jumped right in with lots of programs. There will be a meeting on Friday with the public in Crawford to listen to discussion about the changes in hours. The Friends' book sale is January 24 and 25. Kit is going to do some movie times and parties with themes. Planning programs for every week and get some outreach happening.

**Delta:** Dorothy Pew reported that the Friends' book sale is January 19. Kit, Markee, and Sarah did the first training with the iPads at Pace yesterday. The staffs are excited and the participants are over the moon excited. Expect that everything will go really well.

**Hotchkiss:** Katie Gnauck talked to Rhonda Duclo and asked her if she had any spring activities for the Board meeting. Duclo said she hopes we have a couple of months just to see how all the changes work out. Gnauck says there is a sense of excitement but also apprehension. Rhonda sees there will be a lot more activity with fewer people and reduced hours. Gnauck thinks Rhonda is excited that she will be able to travel and do other things.

Gnauck asked Duclo if they got a lot of negative response about change in hours. For the most part, it was not negative especially when people came in Duclo explained that it does not pay to be open when there are not that many people on Fridays. Gnauck said it has all been positive.

Choszczyk said that Duclo and Stephenson both went to the annual City Council meeting discussed all of the changes that are happening and they met Kit, which made for a good transition. Duclo is a good resource person for the Hotchkiss Library and its history since she has been here so long.

**Paonia:** Ann Murphy said the transition is going smoothly. Myrna Westerman is excited about her new role and staff excited for her and so is the community. Even though people will miss her as the Paonia Librarian, being Collections Coordinator is something she is very good at and very enthusiastic about. Staff is working well with Kit Stephenson.

**Literacy:** Choszczyk reported that Christel Pretorius is going to sign up for four university classes so she can catch up for the State certification. Pretorius is also working on Summer Reading Program (SRP) building up the programs for each age group and working with staff.

Pretorius is going to be meeting with the state people about the AEFLA grant. Pretorius has been studying up on the GED changes coming next year. All GED tests computerized and students must pass all four sections of the test. All of our ESL programs, at all locations including the housing for the Burmese people, are doing well. We do have computers for the people at the Burmese housing to use and they like them.

**At Large:**

Bill Crank reported some phone calls regarding changes in library hours. Most people knew it was a money issue. Reassuring people Crawford is not closing. Meeting at Crawford on Friday, January 18 at 4 p.m. to ask questions and receive information. Ann Murphy said Cheryl Smith,

Kit Stephenson, Annette Choszczyk, and John Moore to attend. Murphy said Crank would be another good one to attend the meeting.

**c. STAFFING:**

Choszczyk reported posting a 20-hour position for Delta because one person is gone. Choszczyk and LaDonna are working on the Communications Program Manager vacancy. The finalists to provide portfolios and will review them. LaDonna is still doing her job remotely at this time. LaDonna is working on many things for us including the Delta Rehabilitation Library project.

**d. APPROVE AMENDED 2012 BUDGET:**

Choszczyk presented the 2012 and 2013 Amended Budget for approval by the Board. The Board adopted and approved the 2013 Budget on December 12, 2012. After approval changes had to be made. Bill Crank said his experience is to go through all the items in the budget before approval. Choszczyk walked through the Amended 2012 and 2013 Budget. Crank requested Choszczyk to make a change to 2012 Actual General Reserve Draw in the Revenue side.

Upon completion of the budget review, Choszczyk asked the Board to approve the Amended 2012 and 2013 Budget. The 2013 approved budget will go to the state with the most accurate information to start the year.

**Cheryl Smith moved and Dorothy Pew seconded, motion passed.**

**Amended Total 2012 Budget of \$1,597,293**

**Total 2013 Budget of \$1,827,985**

**e. NEW CONTRACTS AND/OR GRANTS: Grant updates in Director's Report.** No new grants at this time.

**f. 2013 BOARD OFFICERS AND TRUSTEES:** On December 12, 2012 the Delta County Libraries (DCL) Board of Trustees voted to recommend John Moore coming on to fill the remainder of Melody BellCampton's term, and voted to recommend Ann Murphy for another four years.

On December 17, 2012, the Delta County Board of Commissioners approved John Moore as Trustee at Large to complete Melody Bell Campton's term ending January 31, 2015 and appointment of Ann Murphy to the Board of Trustees for DCL representing the Paonia area with her term to expire January 31, 2017.

The terms of the officers are as follows: Ann Murphy will continue as President with term ending January 31, 2017; Cheryl Smith as Vice President, January 31, 2014; Dorothy Pew as Treasurer, January 31, 2015; Katherine A. Gnauck as Secretary, January 31, 2016.

**Melody BellCampton moved and Bill Crank seconded, motion passed.**

**g. DLC BOARD POLICY III (3.6 REVISION) AND DCL BYLAW (5.9 REVISION) SIGNATURES (APPROVED VIA E-MAIL DECEMBER 12, 2012):** Policy passed for signatures.

**6. PARKING LOT-TOPICS FOR LATER DISCUSSION: ADVOCACY AND FINANCE COMMITTEE REPORT:**

Ann Murphy called a short break.

## 7. NEW BUSINESS:

- a. **MEETING SCHEDULE for 2013 – REVISIONS:** The Board meeting date in December changed from December 18 to 11, 2013.
- b. **SET WORK SESSION FOR 2013 PLANNING: GOALS, FACTS, FIGURES, AND PUBLIC RELATIONS:** Advocacy work session scheduled for February 13, 2013 at Hotchkiss Library at 9:00 a.m. Meeting is to discuss what we want to accomplish this year. Choszczyk is going to make the new power point advocacy presentation.
- c. **POLICY/PROCEDURE DISCUSSION: REQUESTS FOR STATISTICS, HANDOUTS AND REPORTS:** Getting requests for statistics, handouts, and reports, etc. Need a strategy about public requests for information. Reports that exist can be provided. Choszczyk checked with other libraries and they handle requests case by case. Most people do not have a policy unless it is an official request. State Librarian said if the request is something that is not impossible, it is good to try to provide it.

After discussion, the Board agreed that all requests be sent to Annette Choszczyk and in general, she will give out information that is already produced.

- d. **OFFICIAL RECOMMENDATION FOR EX-OFFICIO MEMBERSHIP:** The Executive Committee officially recommends that Melody BellCampton be invited to be an ex-officio member of the Board until she desires not to do so.

**Ann Murphy moved Katie Gnauck seconded, motion passed.**

Murphy presented Melody BellCampton with a *Certificate of Appreciation*, a gift, and flowers. Murphy thanked her for the years of service. BellCampton said she could not tell us how much she has enjoyed doing this.

- e. **ADVOCACY:** John Moore has agreed to be chairperson for the Advocacy committee. Choszczyk will have a new Power Point presentation. It will show how the library district happened, how it started, when the buildings happened, how the libraries get funding and more.

The Board received an e-mail to regarding the Crawford situation. Choszczyk passed out the reply prepared by Ann Murphy, Cheryl Smith, LaDonna Gunn, and Choszczyk. Murphy said what became clear is when we did Advocacy Training that it made sense to focus on Advocacy. Now we need to talk about both the fiscal reality and all the great things we are doing. It does not explain to people why the hours are shorter. Smith said when she speaks to people she tells them the revenue reasons and what we have to do to make this better, more awareness and more use of the library.

8. **BOARD MEMBER COMMENTS:** Bill Welch spoke briefly about *Little Free Libraries* and wants to speak to Choszczyk to see if this is something that might work. Pew received one of the bookmarks that the Friends' group had made up for the bookstore. Their goal is to advertise the bookstore at Delta Library. Gnauck said that Hotchkiss is handing out bookmarks with the new hours.

## 9. ADJOURNMENT:

Gnauck moved to adjourn, Dorothy seconded; motion passed. The regular meeting was adjourned at 3:55 p.m. The next regular meeting will be held February 20, 2013, at 1:30 p.m., at the Crawford Library.