

**Clearview Library District**  
**Tuesday, March 29<sup>th</sup>, 2011 - 5:30 p.m.**

## **LIBRARY BOARD MEETING**

**CALL TO ORDER**

**PUBLIC INPUT**

**MINUTES**

**REVIEW OF AGENDA**

**DIRECTOR'S REPORT**

**MONTHLY STATISTICS**

**MONTHLY EXPENDITURES**

**TREASURER'S REPORT**

**COMMUNICATIONS**

**OLD BUSINESS**

**Review Collection Development Policy**

**NEW BUSINESS**

**Tri-board meeting results**  
**Annual Report**  
**Internal controls policy**  
**Board evaluation**

**CONSENT AGENDA**

**REVIEW UPCOMING AGENDA**

**ADJOURNMENT**

**NEXT MEETING**

**April 26<sup>th</sup>, regular meeting**

## **Clearview Library District Library Board Meeting Minutes, March 29, 2011**

Board Members in Attendance: Matthew O'Neill (President), Scott Wildman (Vice President), Bill Karr (Secretary), Kelly Hall (Library Foundation Representative), Jennifer Dizmang (Trustee), Rick Klimek (RE-4 School District Representative) and Carol Engel (Library Director, ex officio).

Others in Attendance: Diane Montgomery (Assistant Library Director), Joanne Hagen (Library Legal Counsel), and seven community members.

Meeting called to order at 5:32 p.m.

Public Input: Ms. Mary Beard spoke about services offered by the State Library. Ms. Kristie Duffy spoke about extending the number of hours the library is open and expanding bookmobile operations.

Meeting Minutes (O'Neill): The February 2011 minutes were approved. Motion to approve: Karr; second by Wildman. Motion passed.

Review of Agenda (O'Neill): Wildman said the agenda should state "Internal Controls" not "Internal Controls Policy." Motion to approve: Klimek, second by Karr. Motion approved; agenda approved.

Director's Report (Engel): The report stated that:

- Hillary Dodge is on maternity leave.
- Karen Deane and Andrea Cleland have begun work in Youth Services. Both have previous public library experience, and Andrea recently completed her Masters in Library and Information Science.
- The Library was closed one day this month and opened late one day due to extreme cold and snow. As a result of the closure, statistics may be down slightly this month.
- Outreach and Youth Services personnel attended registration sessions at the elementary schools.
- The Library's E-Newsletter was sent to 5,000 e-mail addresses.
- Hager attended the Legislative Day at the State Capital.
- The Library hosted a United Way "Promises for Literacy" event.
- On-line library card registration is now available via the Library's homepage.
- Staff will promote a database per month beginning in April.
- April marks the beginning of the staff recognition program.

Statistics (Wildman): Statistics were reviewed and are ahead of projections. Hall requested that web statistics be reviewed in May or June 2011.

Expenditures (Wildman): The budget is on track for 2011.

Communications (Engel): O'Neill stated that the cost to televise the Library Board Meetings is \$111,000. A business license has been acquired (at no cost) from the Town of Windsor.

## **Old Business**

Collection Development Policy (Engel): Engel stated that this policy has been revised. Bullets have replaced numbers, and the policy now includes a reference to the "Freedom to Read" statement. Karr moved to approve the Collection Development Policy; second by Dizmang. Motion approved.

## **New Business**

Tri-Board Meeting Results (Klimek): Klimek requested to postpone the report until the Tri-Board meetings are complete.

April Work Session (O'Neill): An upcoming work session is scheduled for April 19th and another is tentatively scheduled for May 7th. Topics for discussion will be: the library mill levy, the name change options, and the Library's operating hours. State Library Consultant, Shelly Walchak; State Library Director, Gene Hainer; and, Arapahoe Library District Director, Eloise May; may possibly attend the work sessions to lend their expertise and professional advice.

Purchasing Policy (Engel): Engel presented the revised Purchasing Policy. Joanne Hagen, Library Attorney, said the policy was fine but needed additions in order to resemble a public government Procurement Policy with specific legal language regarding centralized contract management, specific definitions and other details. The document needs to be clear and auditable. She will work on a draft with members of the Policy Committee (Hall, Karr and Klimek). Karr moved to accept the initial document as an "Interim Procurement Policy", Klimek seconded. Motion approved.

Board Training (O'Neill): The Board Training session will need to be rescheduled until some time in May. Carol will check to see when Shelly Walchak will be available.

Annual Report (Engel): Engel presented the Annual Report for 2010. Wildman recommended including some information about the Library's vision and/or plans for the upcoming year. Engel will add this and some other information and post to the website.

Review Internal Controls (Engel): Engel summarized the document and procedures. Discussion followed and resulted with an agreement to reconcile petty cash quarterly and report the reconciliation to the Board Treasurer.

Board Member Evaluations (Wildman): Wildman summarized results from the Board member evaluations. Klimek discussed the possibility of using a private consultant to conduct an internal audit. Montgomery and Engel stated that the library has performed

professional salary studies and benefit audits, and the State Library updates information and holds conferences to ensure compliance with Colorado Public Library Standards. The Library Research Service also allows Librarians to compare services, budgets, staff programs and benefits, with other Colorado public libraries. Karr discussed the potential benefits of a library reciprocity program in which library personnel would visit another library, observe that library's operations, critique the operation and share ideas with that library's personnel.

Executive Session: O'Neill asked if there was a motion pursuant to section 24-6-402 (4) of the Colorado Revised Statutes to adjourn this regular public meeting of the Clearview Library District Board of Trustees and that, upon an affirmative vote of at least two-thirds of the members present for this motion, the Board reconvene in executive session for the sole purpose of discussing personnel issues concerning the staff of the Clearview Library District as authorized by § 24-6-402(4)(f). Klimek so moved, Hall seconded the motion. Motion was unanimously approved.

An executive session of the Board of Trustees of the Clearview Library District convened at 8:37 p.m. on 29 March, 2011 for the sole purpose of discussing personnel issues arising from the 360-degree evaluation of the Director of the Clearview Library District. Attending were Board members O'Neill (President), Wildman (Vice President), Karr (Secretary), Hall (Library Foundation Representative), Klimek (RE-4 Representative), Dizmang (Trustee), and non-Board member, Jo Anne Hagen (Library Legal Counsel).

Hagen affirmed that she was acting as counsel giving advice to the Board of Trustees of the Clearview Library District in executive session. Pursuant to section 24-6-402(d. 5)(ii)(B), no record will be kept of the portions of the executive session following this statement because in her opinion the discussions constitute privileged attorney-client communication pursuant to section 24-6-402(4)(b).

During the executive session the Board discussed or received advice regarding the library district's personnel issues. At no time during the executive session did acting counsel and non-Board member, Ms. Jo Anne Hagen, participate in or influence the Board's deliberations. The Board did not engage in substantive discussion of any matter not enumerated in section 24-6-402(4), C.R.S. The Board did not adopt any policy, position, resolution, rule, regulation or take any formal action.

The executive session adjourned at 9:16 p.m. and reconvened in regular session.

Regular Session: Based on discussions during the executive session, Karr moved that the Board of Trustees eliminate the position of Community Relations/Marketing Manager within the Clearview Library District Organization. Wildman seconded the motion. Motion passed unanimously.

Consent Agenda: Wildman moved to accept the financials. Karr second. Motion approved.

Review of Upcoming Agenda: The following topics will be included in next month's agenda:

- Update on school partnerships
- Review of Library hours

Adjournment: O'Neill asked if there was a motion to adjourn. Klimek so moved; Dizmang seconded the motion. Meeting adjourned at 9:26 p.m.

The next regular meeting of the Clearview Library District Board of Trustees will be April 26, 2011 at 5:30 p.m. in the library's large conference room.

Minutes taken by Montgomery  
Reviewed/edited by Karr

### Clearview Library Fund Balances

March 31, 2011

		<u>Bank and Fund Statements</u>			<u>Balance Sheet</u>
		<u>February</u>	<u>Interest, Purch, Redemp, Checks</u>	<u>March</u>	<u>March</u>
<b>Operations</b>					
First National Bank -General	0.00%	\$52,431	(\$24,859)	\$27,573	\$14,705
Colo Trust Plus #7120	0.14%	\$2,722	\$368,961	\$371,683	<u>\$371,683</u>
		<u>\$55,153</u>	\$344,103	\$399,256	<u>\$386,388</u>
 <b>Debt</b>					
Colo Trust Prime #4002	0.08%	\$115,237	(\$111,453)	\$3,784	\$3,784
 <b>General</b>					
Colorado East Bank CD	2.50%	\$227,836	\$0	\$227,836	\$225,000
Colostrust General Fund 7121	0.14%	<u>\$500,073</u>	<u>\$60</u>	<u>\$500,133</u>	<u>\$500,133</u>
		\$727,909	\$60	\$727,969	\$725,133
 <b>Capital</b>					
Colo Trust Prime #4001	0.08%	\$250,468	\$18	\$250,486	\$250,486
 <b>Long-Term Building</b>					
Farmers Bank Money Mkt	1.26%	\$225,950	\$240	\$226,190	\$226,190
Colo Trust 7118	0.14%	<u>\$334,049</u>	<u>\$40</u>	<u>\$334,089</u>	<u>\$334,089</u>
		\$559,999	\$280	\$560,279	\$560,279
<b>Total</b>		<u>\$1,708,766</u>	<u>\$233,008</u>	<u>\$1,941,774</u>	<u>\$1,926,070</u>
<b>Weld County Tax Distribution for February deposited in March (acct #7120)</b>					<u>\$468,928</u>

# Clearview Library District

## March 2011 Year-to-Date Results

				Year-to-date
<u>Operating Fund</u>	<u>March</u>	<u>Year-to-date</u>	<u>2011 Budget</u>	<u>asa % of Budget</u>
Revenue				
General proparty tax	\$65,475	\$509,498	\$1,567,416	32.5%
Specific own er shi p tax	\$10,426	\$27,316	\$112,000	24.4%
Other	<u>\$1,776</u>	<u>\$5,825</u>	<u>\$18,800</u>	<u>31.0%</u>
Total	\$77,677	\$542,639	\$1,698,216	32.0%
Expenditures				
Salaries	\$60,707	\$167,332	\$871,255	19.2%
Related expenses	\$11,370	\$31,573	\$165,361	19.1%
Materials/periodicals	\$11,492	\$17,027	\$129,000	13.2%
Software/tech support	\$17,903	\$20,058	\$65,000	30.9%
Operating supplies	\$6,140	\$8,452	\$55,000	15.4%
County treasurer's fee	\$960	\$7,640	\$25,625	29.8%
Electronic databases	\$0	\$6,300	\$25,000	25.2%
Public relations	\$452	\$1,897	\$20,000	9.5%
Programming	\$909	\$1,309	\$17,000	7.7%
Building costs	\$7,366	\$25,343	\$66,000	38.4%
Bookmobile costs	\$705	\$1,427	\$25,000	5.7%
Capital outlays	\$2,100	\$6,521	\$62,000	10.5%
Other	<u>\$10,032</u>	<u>\$14,250</u>	<u>\$56,350</u>	<u>25.3%</u>
Total	\$130,136	\$309,129	\$1,582,591	19.5%
Net	-\$52,459	\$233,510	\$115,625	
<b><u>Debt Service</u></b>				
Revenue	\$6,950	\$49,308	\$150,705	32.7%
Expenditures	<u>\$111,683</u>	<u>\$112,342</u>	<u>\$142,302</u>	<u>78.9%</u>
Net	-\$104,733	-\$63,034	\$8,403	
<b><u>Combined</u></b>				
Revenue	\$84,627	\$591,948	\$1,848,921	32.0%
Expenditures	<u>\$241,819</u>	<u>\$421,471</u>	<u>\$1,724,893</u>	<u>24.4%</u>
Net	-\$157,192	\$170,477	\$124,028	