

Clearview Library District
Board of Trustees Regular Meeting Minutes
26 July 2011

Board Members Present: Matthew O'Neill, Scott Wildman, Bill Karr, David Vance, Rick Klimek, Kelly Hall, and Diane Montgomery (acting Director, ex officio). (O'Neill arrived at 7:33 p.m.).

Others Present: Hillary Dodge, Erica Rose, Bev Reule, Loraine Trotter, and Jo Anne Hagen

Meeting called to order at 5:35 p.m.

Public Input:

Doug Patterson expressed concern that the revised bylaws provide no accountability of the Library Board to the voters and taxpayers. He also wanted to see a spending cap included that would require a vote by the citizens.

Aaron Lore wants the voters to approve any library expenditures and encouraged the Board to find a way to share the minutes with the public earlier than a month after a Board meeting.

The library Board and its legal counsel, Jo Anne Hagen explained that the library bylaws should not be used to override the electorate (i.e., mill levy increases or decreases, and bonds). Furthermore, setting a spending limit on capital expenditures is not a common library practice and would constrain the Board and Library in times of need. In future years the Capital Expenditure Committee will present the plan for capital expenditures at a School/Town Board meeting in the fall. As we move forward, all planning will be more transparent and will include Public Input. The Board will discuss the feasibility and potential methods of making meeting minutes available to the public more quickly.

Minutes:

The following amendments were made to the May 2011 minutes:

- In the Monthly Statistics section, delete 'All appear to be on track.' Insert, "Patrons Served' and 'Physical Circulation' are under plan, but improving. 'Program Attendees' is significantly ahead of plan due to Outreach. 'Virtual Borrowers' is also ahead of plan."
- In the Treasurer's Report section, change to read, "Our total fund balance dropped \$27,308 in April as expenditures exceeded property tax deposits."

Vance moved to approve the May 2011 minutes as amended, Hall seconded. Motion carried.

Vance moved to approve the June 2011 minutes, Klimek seconded. Motion carried.

Director's Report (Montgomery):

The new monthly report now includes sections from each library department.

Monthly Statistics (Vance):

These statistics spreadsheets are in the process of being redesigned and the procedure for procuring the numbers is being examined for consistency.

Under Goal 1, the 'Patrons Served' percentage is lower than expected. Montgomery explained that the addition of the bookmobile was meant to take some pressure off the building and this explains the lower percentage.

Under Goal 2, 'Youth Programming' was also deviating from its glide path. Children's programming increased only 5% from 2010, while young adult programming decreased 17%. Dodge explained that children's programming is near capacity with current offerings and staffing. More programming could be provided, but that would remove youth services staff from assisting patrons on the public floor, which is not something the department sees as a good choice at this time. Dodge also explained that the young adult programming could be improved by a more aggressive marketing plan for that population segment. Teen programming tends to rise and fall every four to six years as youth move from grade school to high school to college.

Under Goal 3, Trustee Vance explained that the Board's original predictions about district population growth are less than the actual 2010 census report (18,500 vs 21,000). Because of this, the Board will need to revisit the figures using the updated population data, specifically the ratio figures. Because the population predictions are low, the library is actually serving a smaller percentage of District's population than originally thought.

Monthly Expenditures (Vance):

The summer P&L statement and fund balances are on the library website. For the month of June, the operating budget saw a surplus and year-to-date expenditures (41%) are on track.

Treasurer's Report (Vance):

The fund balances remained at \$2.5 million at the end of June. Property tax tends to come in stronger in the first half of the year. The library is in the process of switching from the 1st National Bank to the Bank of Colorado, which will appear under "Operating Funds" in future reports. Wildman completed the 2nd quarter petty cash review and all expenditures were reconciled.

Vance explained the annual investment review. To reduce risk, he recommended transferring all funds in the Operating and Long-Term Building Funds from Plus accounts to Prime accounts. Plus accounts carry more risk since they are invested in corporate securities and commercial paper, yet they yield only a nominally higher return. Prime accounts are invested in housing notes backed by the government which are significantly less risky. Vance moved to follow this recommendation, Karr seconded. Motion carried.

Communications (Montgomery):

Montgomery has been corresponding with Becky Raque and Cornelia Davis about the annual library art show and auction. This year's show will be held from September 13th through October 15th.

OLD BUSINESS

Director Search (Vance):

Larry Corbus of Corbus Consultants reported that nearly 60 applications were received for the Clearview Library District Director position. Larry Corbus has selected six candidates for interviews (to occur the 29th and 30th of this month). The candidates are: Julieanne Rist of Pikes Peak Library District, Tena Wilson of Cleveland Public Library, Chandra Jones of Anythink Libraries, Ann Kling of Buffalo and Erie County Public Library, Kelly Visnak of Emporia State University, and Hillary Dodge of Clearview Library District.

Administration Transfer (Montgomery):

Montgomery is busy sorting information, working out details with vendors, updating information with banks, pursuing Microsoft licensing, reformatting statistics, reviewing policies, and figuring out where to go and what to do next. Attention is also being given to writing procedures to ensure consistency.

Sunday Hours (Montgomery and Vance):

The Personnel Committee recommended premium pay at time-and-a-half for non-exempt employees and compensatory time off for exempt employees who work Sunday hours up through Labor Day, 2011. Premium pay is being paid during the summer Sunday hours pilot program because the program was not planned far enough in advance to allow employees to appropriately schedule their vacations. After Labor Day, the Board will revisit premium pay with the new director. Vance moved to accept this recommendation, Klimek seconded. Motion carried.

Bylaw Review (2nd Reading):

The Board discussed its concerns about having five voting members rather than seven; should this become an issue, the Board will revisit. The following changes were made to the bylaws:

- Section 8.1 - Make "n" a separate section, 8.2.
- 5.4.7 - Change "Library Site" to "Windsor-Severance Library."
- Article 5, Section 2 - Change "A" and "i" to "A" and "B."
- 4.3.3 - Strike "daily."

Jo Anne Hagen confirmed that since no substantive changes were made by the above changes, the Board could vote to ratify the revised bylaws without an additional reading. Vance moved to accept the new bylaws with the above changes, Karr seconded. Motion carried.

NEW BUSINESS

Salary Study (Trotter):

Lorraine Trotter has been working with the former library Director, Carol Engel, and the acting Director, Diane Montgomery, to collect, review, revise, and standardize job titles and job descriptions for the purpose of developing an appropriate compensation plan

for the staff. A good salary plan attracts and retains good employees. Looking at the marketplace and looking at the organizational structure ensures that the library's positions remain internally equitable and externally competitive.

The findings revealed that half of the twelve benchmark positions are below the prevailing market rate. Trotter recommended that all positions that are being paid below the appropriate range be brought up to minimum. Then, in-range adjustments could be made based on evaluations for others in the same job category if necessary. Further, she recommended freezing the salaries of the positions that are paid more than the maximum of their ranges and; instead, consider paying a bonus to those individuals. Finally, the plan should be clearly communicated to all District employees.

Credit Card Authorization:

Vance moved to authorize the issuance of five credit cards for the new director, the assistant director, and the three department heads, with a daily limit of \$1000 and a single purchase limit of \$500. O'Neill seconded the motion. Vance moved to allow the Personnel Management Committee to draft and approve the authorization letter. Second by O'Neill. Motion passed.

Audit Committee (Vance):

The committee is composed of Sarah Moore, Mike Reagan, Scott Wildman, and David Vance. Vance moved to approve up to \$750 for the library bookkeeper to receive Anderson Whitney training so she can support the audit. Second by Karr. Motion passed.

New Employee Approval (Montgomery):

This item was moved to a special meeting scheduled for Saturday, July 30, 2011. At the meeting the Head of Technical Services will provide the job title, job description and salary range.

Summer Reading Report (Dodge):

Dodge shared preliminary findings about the youth programs. The program currently has 1,052 registrants (83% in-house, 17% bookmobile). This represents a ~13% decrease from 2010. Activities, however, have grown 49% from 2010. This year, there were 45 in-house programs and 7 bookmobile programs. In-house programs have brought in a total of 1,134 participants so far. From the Youth programming budget, \$3600 was allocated for the summer reading program. That breaks down to the following expenditures: entertainment and craft supplies (47%), reading incentives (25%), reading log booklets (20%), and publicity (8%).

Harvest Festival and Severance Days Planning (Rose):

The Bookmobile will be in the Harvest Festival Parade and Outreach Department personnel will set up booths at both events. They are planning to offer games, crafts, library card sign-up, and special giveaways.

Consent Agenda:

The consent agenda included acceptance of Trustee Dizmang's resignation. Vance moved to accept the consent agenda, Karr seconded. Motion approved.

Upcoming Agenda:

- Minutes – share prior to approval?
- Officer Elections
- Staff Forecasts – Bookmobile and Outreach
- Strategic Plan Review
- Detailed Plans for Budget Process

Adjournment: O'Neill moved to adjourn; second by Klimek. Motion approved.

Meeting adjourned at 8:25 p.m.

Minutes taken by Hillary Dodge, edited by Karr.



****DRAFT****

**LIBRARY BOARD MEETING
2011 5:30 pm**

Tuesday, July 26,

CALL TO ORDER

PUBLIC INPUT

MINUTES

REVIEW OF AGENDA

DIRECTOR'S REPORT

Monthly Statistics
Monthly Expenditures

TREASURER'S REPORT

Annual Investment Review

COMMUNICATIONS

OLD BUSINESS

Director Search
Administration Transfer
Sunday Hours
Review of Bylaw Changes (2nd reading)

NEW BUSINESS

Salary Study Presentation
Credit Card Authorization

Appointment of Audit Committee
New Employee Approval
Summer Reading Report
Harvest Festival Planning

CONSENT AGENDA
UPCOMING AGENDA
ADJOURNMENT

NEXT MEETING:

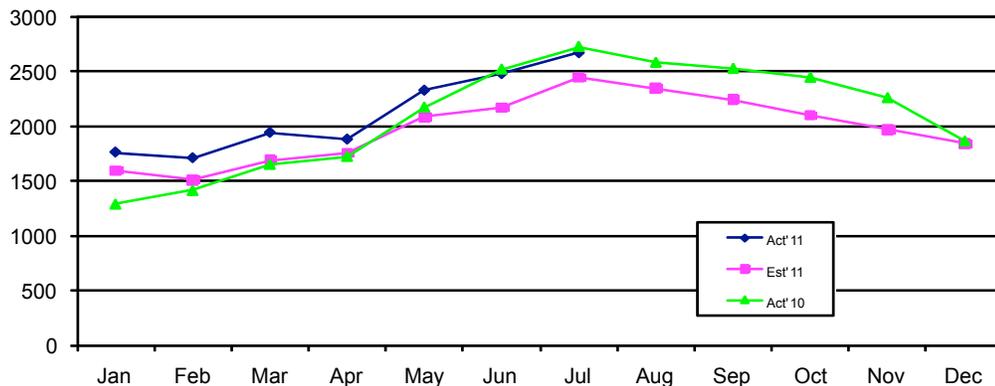
August 20, 2011 Strategic Plan Worksession
August 30, 2011 Regular Meeting

Clearview Library Fund Balances

July 31, 2011 FINAL

		Bank and Fund Statements			Balance Sheet
		Interest, Purch, June Redemp, Checks July			July
Operating					
First National Bank -General	0.00%	\$68,779	(\$49,026)	\$19,753	\$16,993
Bank of Colordao		\$0	\$2,973	\$2,973	\$1,371
Colo Trust Plus 7120	0.11%	\$869,627	\$241,399	\$1,111,026	\$1,111,026
		\$938,406	\$195,346	\$1,133,752	\$1,128,019
Debt Service					
Colo Trust Prime 4002	0.05%	\$3,784	\$0	\$3,784	\$3,784
General Fund Reserve					
Colorado East Bank CD	2.50%	\$227,836	\$0	\$227,836	\$230,660
Colo Trust Plus 7121	0.11%	\$500,283	\$37	\$500,320	\$500,320
		\$728,119	\$37	\$728,156	\$730,980
Capital Fund Reserve					
Colo Trust Prime 4001	0.05%	\$250,515	\$10	\$250,525	\$250,525
Long-Term Building Fund					
Farmers Bank Money Mkt	1.26%	\$226,826	\$193	\$227,019	\$227,019
Colo Trust Plus 7118	0.11%	\$334,189	\$25	\$334,214	\$334,214
		\$561,015	\$218	\$561,233	\$561,233
Total		\$2,481,839	\$195,611	\$2,677,450	\$2,674,541
Weld County Tax Distribution for June deposited in July (acct #7120)					\$311,323

Cash On Hand



Clearview Library District

July 2011 Year-to-Date Results

	FINAL			Year-to-date as a % of Budget
<u>Operating Fund</u>	July	<u>Year-to-date</u>	<u>2011 Budget</u>	
Revenue				
General proptry tax	\$13,928	\$1,499,226	\$1,567,416	95.6%
Specific ownership tax	\$9,299	\$63,673	\$112,000	56.9%
Other	<u>\$6,949</u>	<u>\$19,081</u>	<u>\$18,800</u>	<u>101.5%</u>
Total	\$30,176	\$1,581,980	\$1,698,216	93.2%
Expenditures				
Salaries	\$60,114	\$421,426	\$871,255	48.4%
Related expenses	\$11,269	\$80,212	\$164,073	48.9%
Materials/periodicals	\$9,502	\$49,597	\$129,000	38.4%
Software/tech support	\$1,702	\$31,789	\$65,000	48.9%
Operating supplies	\$2,071	\$16,713	\$55,000	30.4%
County treasurer's fee	\$180	\$22,459	\$25,625	87.6%
Electronic databases	\$1,083	\$16,667	\$25,000	66.7%
Public relations	\$4,389	\$11,804	\$20,000	59.0%
Programming	\$1,065	\$4,712	\$17,000	27.7%
Building costs	\$4,119	\$41,990	\$66,000	63.6%
Bookmobile costs	\$1,960	\$6,488	\$25,000	26.0%
Capital outlays	\$0	\$17,797	\$62,000	28.7%
Other	<u>\$11,671</u>	<u>\$30,744</u>	<u>\$57,638</u>	<u>53.3%</u>
Total	\$109,125	\$752,398	\$1,582,591	47.5%
Net	-\$78,949	\$829,582	\$115,625	
 <u>Debt Service</u>				
Revenue	\$2,126	\$143,211	\$150,705	95.0%
Expenditures	<u>\$192</u>	<u>\$113,873</u>	<u>\$142,302</u>	80.0%
Net	\$1,934	\$29,338	\$8,403	
 <u>Combined</u>				
Revenue	\$32,302	\$1,725,191	\$1,848,921	93.3%
Expenditures	<u>\$109,317</u>	<u>\$866,271</u>	<u>\$1,724,893</u>	50.2%
Net	-\$77,015	\$858,920	\$124,028	



Joint Board & Search Committee Meeting
2011 7:30 am–5:30pm

Saturday, July 30,

Special Board Meeting
5:00 pm–5:15pm

Saturday, July 30, 2011

Joint Board & Search Committee Meeting Agenda

- 7.30 Preparation for candidate interviews
- 8.00 Begin candidate interviews
- 2.00 Conclude interviews and begin discussion. Select 2-3 for a second visit
- 4.00 Discuss next steps
- 5.00 Adjourn

Special Board Meeting

- Approval to add position
- Plan to address salary of employees below minimum

These meeting will be held in the large meeting room.

Clearview Library District
Board of Trustees Special Meeting Minutes, July 30, 2011

Board Members in Attendance: Scott Wildman, Bill Karr, Dave Vance, and Kelly Hall

Others in Attendance: None

The meeting was called to order at 4:37 p.m.

Public Comment: None.

New Business

This Special Meeting was convened to discuss and vote on a hiring recommendation made by the Head of Technical Services. Additionally, the Board gave approval to the Personnel Management Committee to review the FY2012 Salary Plan and make recommendations concerning its implementation at the Board's next regular meeting.

Trustee Vance explained that members of the Personnel Management Committee (Vance and Karr) had discussed the recommendation to hire a new employee with the library's Acting Director, Outreach Manager, and Technical Services Manager. The new employee would fill the open position in Technical Services. All concluded that Mr. Gama Viesca was the best candidate to fill the Technical Support Assistant position at a wage of \$17.25 per hour. Vance moved that the Board approve the recommendation to hire Mr. Viesca. Wildman seconded the motion. Motion was approved unanimously.

Following a discussion about the findings presented by Lorraine Trotter at the Board's 26 July 2011 regular meeting, the Board concluded it was necessary to further review Clearview's FY2012 Salary Plan prior to the next regular Board meeting. It was suggested that the Personnel Management Committee complete a review and present its recommendations to the Board at its next regular meeting on 30 August 2011. Hall moved that the Personnel Management Committee review the plan and present its recommendations to the Board during its next regular meeting. Karr seconded the motion. The motion was approved unanimously.

Adjournment: Karr moved to adjourn the meeting; seconded by Hall. Motion passed.

Meeting adjourned at 5:01 p.m.

Minutes taken by Karr.

Respectfully submitted,
Bill Karr
Secretary

