

Clearview Library District
Tuesday, May 31st, 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

Name change
Library Hours
Director Search
Phone System

NEW BUSINESS

Review of Bylaw Recommended Changes
Executive Session (Personnel Issue)

CONSENT AGENDA

REVIEW UPCOMING AGENDA

ADJOURNMENT

NEXT MEETING

June 2, Special Mtg., Board Training
June 28, regular Mtg.

Clearview Library District Board of Trustees Regular Meeting Minutes
31 May 2011

Board Members Present: Matthew O'Neill (President/Town Board Representative), Scott Wildman (Vice President), Bill Karr (Secretary), David Vance (Treasurer), Rick Klimek (RE-4 School Board Representative), Kelly Hall (Trustee), Jennifer Dizmang (Trustee), and Carol Engel (Library Director, ex officio).

Others Present: Diane Montgomery (Assistant Library Director), Hillary Dodge (Youth Services Manager), and Jo Anne Hagen (Library Legal Counsel).

Meeting convened at 5:32 p.m.

Public Comment:

Mary Beard thanked Bill Karr for his work with the Name Change Compromise Committee.

Minutes (O'Neill):

Vance moved to approve the minutes to the Board's 26 April 2011 regular meeting, and its 19 May 2011 special work session. Second by Karr. Motion approved.

Director's Report Highlights (Engel):

- Two new employees have been hired for Youth Services.
- The Library's Community Relations position has been eliminated.
- There is one open position in Tech Services.
- The Summer Reading program is off to a great start; currently there are 588 youth participants and 80 adult participants registered in the program.
- The pelican sculpture is almost complete and ready to be installed on the library's roof.

Monthly Statistics (Engel and Vance):

Engel and Vance reported on the monthly and annual statistics in regard to the strategic goals. '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.

Monthly Expenditures (Engel):

Spending continues to be on track. Bookmobile costs are less than anticipated, while tech support is greater than anticipated. The library has received 62% of its total revenue for 2011.

Treasurer's Report (Vance):

Our total fund balance dropped \$27,308 in April as expenditures exceeded property tax deposits.

Communications (Engel):

- Dave Chismar informed the Director that progress on the workspace remodel will slow down somewhat because he has taken on a larger project.
- Engel will be selecting a new janitorial service.
- There were no comments in the suggestion box.

- Dizmang stated she has talked with United Way's coordinator about the library's possible involvement with the Born Learning Trails.

Old Business

Name Change (Karr):

Karr presented a PowerPoint briefing explaining the procedures used by, and recommendations of, the Compromise Committee. The committee recommended the following: keep the Clearview Library District name, change the name of the building from "Clearview Library at Windsor" to "Windsor-Severance Library," change the graphic on the front door of the library to "Windsor-Severance Library" with no repetition of the pelican logo, and add "Serving Windsor, Severance and West Greeley" to the bookmobile's wrap. Vance moved to accept the Compromise Committee's recommendations and Jennifer Dizmang seconded. Motion approved.

Library Hours (Engel):

Vance moved to close the library at 8 p.m. vs 10 p.m. on Thursdays and to open it from 1:00 p.m. to 5:00 p.m. on Sundays during the remainder of the summer. Montgomery was tasked to develop a plan with options that would support this new schedule and to present her findings at the next regular meeting. Karr seconded the motion. Motion approved.

Director Search (Vance):

Three community members have been chosen to sit on the Library Director search committee: Rebecca Valentine, Don Brookshire, and Carol Householder. Board members on the search committee are Vance, Hall and Karr. Larry Corbus has provided the search committee with preliminary wording for an advertisement and the committee is the process of editing it. The ad will be placed this month and Vance expects Corbus to return to the Board with 5 to 6 final applicants by late July.

Phone System (Montgomery):

After researching several companies, the staff recommended Phone Meister as the preferred provider for the purchase, installation, and service of a new phone system for the library. Klimek moved to approve and Wildman seconded. Motion approved.

New Business

Review of Bylaws Changes (Hagen):

Klimek moved to approve the bylaws with the following changes and Vance seconded the motion. Motion carried. Changes are as follows:

- Article I – correct use of quotation marks and spacing
- Article II, 4.3.3 – omit "daily" and change "21 days" to "3 weeks"
- Article II, 4.3.4 – change "bulletin Board" to lower case
- Article II, 4.3.6 – change "customer service desk" to "information desk"
- Article II, 6.1 – add "Public Comment" as item "b" and renumber remaining items as appropriate
- Article II, 8.n), make this statement parallel with other statements in this Section
- Article IV – remove last sentence
- Article V – change "Capital Projects Committee" to "Long Term Projects Committee, " change wording from "which is responsible to study capital

spending projects” to “which may be responsible to study capital and other spending projects,” and omit “therefor”

- Double check document to ensure consistency in naming of district and library sites

The Board convened into executive session at 8:23 p.m.

Executive Session (O’Neill): O’Neill asked if there was a motion pursuant to section 24-6-402(4) of the Colorado Revised Statutes to adjourn this regular 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 into an 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). Vance so moved. Hall seconded the motion. Motion was unanimously approved.

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).

An executive session of the Board of Trustees of the Clearview Library District convened at 8:26 p.m. on 31 May 2011 for the sole purpose of discussing the personnel issue concerning the salary to be paid to Montgomery during her tenure as Acting Director of the Clearview Library District. Attending were Board members O’Neill, Wildman, Karr, Vance, Hall, Klimek, Dizmang, and non-Board member, Jo Anne Hagen (Library Legal Counsel).

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 the 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 8:32 p.m. and reconvened in regular session.

Regular Session: Based on discussions during the executive session, O’Neill asked if there was a motion to increase Montgomery’s salary to \$5,833.00 per month while she served as Acting Library Director. The increase would take effect 1 July 2011 and end once the new Director is in place. Vance so moved, Klimek seconded the motion. The motion was approved unanimously.

Next Meeting Agenda: The following will appear on the agenda of the next regular Board meeting:

- Discussion of the Proposed Sunday Schedule
- Update on the Director Search
- Discussion of Administrative Transfer
- Review of Bylaw Changes (2nd reading)

Adjournment: Vance moved the meeting be adjourned. Klimek second. Motion approved.

Meeting adjourned at 8:44 p.m.

Minutes of regular meeting taken by Dodge; edited by Karr.
Minutes of executive session taken by Karr.

Respectfully submitted by Bill Karr
Board Secretary

Director's Report May 2011

Youth Services gained two new staff members in April. Karen Deane will help in the department and also fill in as a sub when needed. This has worked out well with Hillary out on maternity leave. Andrea Cleland comes to the library from Seattle and has just completed her MLS. Both staff members have previous library experience.

The Community Relations position was eliminated in April. Shari will be interviewing candidates for the part time position available in the Technical Services Department beginning next week. Tiffany resigned her position in that department in April.

The pelican is now completed according to Joey Bainer who sculpted the bird to replace the weathervane destroyed by the tornado in 2008. A special program will be held in June to honor Joey and the Bill Schneider family who funded the project with memorial money. Joey will put the pelican in place on the roof at that time.

Summer reading is getting into full swing with many participants already signed up for the program that will begin May 31st and continue through July 28th. Youth Services will offer weekly programs on Tuesdays (crafts and movies) and Thursdays (live entertainers) at 2 pm.

The programs include the Little Ones from birth to age 5, Children age 5 to grade 5, and the Teens grades 6 to 12. "One World, Many Stories" is the youth theme this year. "Novel Destinations" is the adult program theme with over 80 adults registered to participate.

Many of this year's programs will take place on the patio in front of the library. All of the programs will be available on the Bookmobile with special activities also planned. The third annual End-of-Summer Carnival will take place on Saturday, August 13th with all ages invited.

On April 14, the staff held a special volunteer recognition party with refreshments. The volunteers were presented with gift certificates and flowers. These are very special people who do much to help the library and staff.

The library participated in the Chamber of Commerce Easter Egg Hunt. Heather prepared coupons and prizes given to those who returned to the library. This is the third year the library has participated in the event.

Most of the office remodel project has been completed by Dave Chismar. He will complete the inside work and replace the gate on the trash container area in the next couple of weeks.

The ad placed in the Val-U-Ads brochure that is distributed monthly to Windsor, Severance, and some Greeley residents has been a success with over 50 individuals returning the coupons and picking up their "green" bag. Of that number, 10 received new cards. The offer will run in 3 more editions of the publication.

The local Historical Society will be having their meetings at the library and posting them on the website. There are other nonprofit groups who hold their monthly meetings here without charge.

Many school tours were hosted by Outreach and Youth Services during April and May. Erica and Hillary also presented Summer Reading programs at some of the local schools. Erica attended Literacy Night at Mountain View promoting the summer reading program and getting library cards. The Bookmobile attended Literacy Night at Grandview again promoting the summer programs and registering people for library cards.

The Outreach staff has contacted various groups throughout the community to promote and coordinate Bookmobile participation at special community events such as Pelican Fest, Taste of Windsor, Bike Rodeo, Windsor Fine Arts Festival, Windsor Harvest Festival, and Severance Days.

The "no receipt" option was implemented on the self-check machines for patron self choice.

The Interlibrary loan form was added to the website for patrons to submit their requests online.

In May, Shari and Hannah were presenters for the Technical Services and Automation Division of the Colorado Association of Libraries Spring Conference. The presentation may be repeated at the regular CAL conference in October again to be held at the Embassy in Loveland.

Technical Services is the featured department of the month for May with a display and information in the entrance area of the library.

Respectfully submitted, Carol Engel

Clearview Library District

May 2011 Year-to-Date Results

<u>Operating Fund</u>	<u>May</u>	<u>Year-to-date</u>	<u>2011 Budget</u>	<u>Year-to-date as a % of Budget</u>
Revenue				
General proprty tax	\$202,110	\$1,205,298	\$1,567,416	76.9%
Specific ownership tax	\$9,224	\$44,963	\$112,000	40.1%
Other	<u>\$3,292</u>	<u>\$9,723</u>	<u>\$18,800</u>	<u>51.7%</u>
Total	\$214,626	\$1,259,984	\$1,698,216	74.2%
Expenditures				
Salaries	\$55,208	\$302,377	\$871,255	34.7%
Related expenses	\$10,440	\$58,238	\$164,073	35.5%
Materials/ periodicals	\$11,680	\$34,947	\$129,000	27.1%
Software/tech support	\$3,048	\$30,087	\$65,000	46.3%
Operating supplies	\$2,202	\$13,849	\$55,000	25.2%
County treasurer's fee	\$3,032	\$18,079	\$25,625	70.6%
Electronic databases	\$1,425	\$15,584	\$25,000	62.3%
Public relations	\$488	\$2,534	\$20,000	12.7%
Programming	\$2,269	\$1,888	\$17,000	11.1%
Building costs	\$3,749	\$32,746	\$66,000	49.6%
Bookmobile costs	\$1,404	\$3,838	\$25,000	15.4%
Capital outlays	\$0	\$9,771	\$62,000	15.8%
Other	<u>\$1,384</u>	<u>\$17,451</u>	<u>\$57,638</u>	<u>30.3%</u>
Total	\$96,329	\$541,389	\$1,582,591	34.2%
Net	\$118,297	\$718,595	\$115,625	
<u>Debt Service</u>				
Revenue	\$19,337	\$114,605	\$150,705	76.0%
Expenditures	<u>\$277</u>	<u>\$113,297</u>	<u>\$142,302</u>	<u>79.6%</u>

Net	\$19,060	\$1,308	\$8,403
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Combined

Revenue	\$233,963	\$1,374,589	\$1,848,921	74.3%
Expenditures	<u>\$96,606</u>	<u>\$654,686</u>	<u>\$1,724,893</u>	38.0%
Net	\$137,357	\$719,903	\$124,028	