

**Clearview Library District**  
**Library Board Meeting: 25 January 2011**

Board Members in Attendance: David Vance, Kelly Hall, Bill Karr, Scott Wildman, Matthew O'Neill, Rick Klimek, and Carol Engel (ex officio)

Others in Attendance: Hillary Dodge (Head of Youth Services), Shari Thompson (Head of Technical Services), Hannah Jamieson, Joann Hagen, Francine Henderson, Carol Heinkel, Peggy Haller, Mike Reagan, Mary Beard, Carol Householder, and Ron Hernandez.

Meeting called to order at 5:34 pm.

Public Input:

Mike Reagan, representative of the "Concerned Friends of the Library District," disagreed with the name change and purchase of the bookmobile. He believes that the library board is not always representative of the citizens and not independent enough from the library director. He would like to see the board have more training. He is also concerned about several library policies (meeting room fees, late fines) and would like to see an improvement in the library's customer service.

Francine Henderson questions the use of public funds to purchase Clearview publicity materials.

Carol Householder is concerned that the bookmobile is not available on nights and weekends. She believes that the expense of the vehicle does not justify its use for only 20 hours a week and that it would have been better to set up a branch in Severance. She believes that the board members should be elected. She is also concerned that the library director is receiving raises while the library staff does not.

Peggy Haller does not believe that the name change was lawful. She is concerned that the vote was not valid as one of the board members was not physically present, but had called in his vote. She believes that the library board should reverse their decision and revisit the name change through intensive outreach. She also believes that the mill levy should reflect the budget and the library should not be allowed to save money.

Joann Hagen, the lawyer representing the library district, explained that there is nothing in the library law that says that someone can't be present at a library board meeting via mechanical means (i.e. Telephone) and that many boards, elected or otherwise, operate in this capacity. She believes that to forestall future confusion, this should be addressed specifically within the bylaws.

Minutes (O'Neill):

The November 30, 2010 library board minutes were approved. The motion was made by Karr and seconded by Klimek. The December 9, 2010 minutes were approved as amended. The motion was made by Vance and seconded by Klimek. The following amendment was requested

by Hall: addition of the motion to approve audio minutes. The January 11, 2011 minutes were approved. The motion was made by Klimek and seconded by Karr.

Review of Agenda (O'Neill):

The following items were added: posting locations of upcoming meeting notices (new business). The director's evaluation was moved to an executive session on Saturday, January 29, 2011 at 4:30 pm. Motion: Vance, Second: Karr.

Director's Report (Engel):

The Blue Room Gallery has proven to be very popular with monthly artists on display. The bookmobile had a successful launch in November and has been continuing to expand and improve service. The website is progressing with the creation of a web design committee. A monthly electronic newsletter will be out in the next week via patron's emails. The library has two new employees: Christina Hernandez will be supervising interlibrary loan and acquisitions; and Ryan Brunner will be shelving. The board expressed concern over the hiring process and will implement an official policy and procedure for new hires. This will be discussed at the February Board Meeting.

Monthly Statistics (Engel):

The monthly statistics continue to improve.

Expenditures (Wildman):

Tech support for December was \$14,000. Engel believes this was due to the bookmobile computer set-up and network problems. An increase in this line item has been anticipated in the 2011 budget.

Treasurer's Report (Wildman):

A payment in the amount of \$110,000 to the debt service was approved by the board. The motion was made by Wildman and seconded by Vance. It was requested that the following funds be broken down in future treasurer's reports: capital fund, 2 contingency funds, operating fund, and the debt service fund.

Communications (Engel):

- Letter from the Charter Academy applauding outreach and the bookmobile services and staff (Tracy Stanford, principal and Nancy Cox, librarian).
- Middle School Principal expressed gratitude for bookmobile.
- United Way fundraiser has been rescheduled for March 11, 2011.
- Suggestion Box: collection requests, Dog Day at the library, coat racks around the library, restroom doors getting stuck.

Old Business

Revised Policies (Hall):

The following policies were approved as revised: Minutes Bylaws (motion: Klimek, second: Vance), Sick Leave Policy (motion: Karr, second: Klimek), and Vacation Policy (motion: Vance, second: Karr).

#### Board Appointment Procedure (O'Neill):

The Feb. 14, 2011 work session with the town and school boards has been changed. The date and time will be forthcoming. The state library will be contacted by Carol to see if Shelley Walchak or Gene Hainer can attend. Hagen stated that the Bylaws should incorporate a firm procedure for library board member appointment. She also stated that there is currently no provision within library law for an elected board.

#### Director's Goals (O'Neill and Engel):

The following changes were made to the director's goals:

- The individual/ department recognition plan will begin earlier than July.
- The reevaluation of Christian Fiction will occur prior to March.
- A collection development policy will be written.
- The library will host an event during the annual CAL conference
- The library will host Business before Hours on August 25<sup>th</sup>, 2011.
- The library will partner with the following major events: Windsor Fine Arts Festival and Northern Colorado Storytelling Festival.
- The library will hold an annual in-house art show.
- Board member training will be offered on March 3, 2011.

The goals will be reformatted to reflect the strategic plan.

#### New Business

#### Posting Location (O'Neill):

The notices for upcoming library board meetings will be posted in four places: the Clearview Library at Windsor, the Windsor Town Hall, the Severance Town Hall, and on the library's website. The official posting location is the front hall of the Clearview Library at Windsor. Motion: Klimek, Second: Vance.

#### Election of Board Officers (O'Neill):

The Chairman of the board shall be Matthew O'Neill. The Vice Chairman of the board shall be Scott Wildman. The Secretary of the board shall be Bill Karr. The Treasurer of the board shall be David Vance. The motion to approve was made by Klimek and seconded by Karr.

#### Consent Agenda (O'Neill):

The motion to approve the new hires was made by Klimek and seconded by Karr. Future hires will need to be recommended to the library board prior to offers of employment. This procedure will be discussed at the February board meeting.

#### Upcoming Agenda (O'Neill):

The following items will be discussed at the February board meeting:

- New hires policy and procedure
- Christian Fiction reevaluation
- Collection Development will be explained and discussed
- Director's Goals (reformatted to reflect strategic plan)
- Internal Controls policies

- Finalize annual calendar
- Review holiday closures
- Summary report of job performances at the library
- Review web postings of board information
- Long term planning committee
- Board evaluations

Meeting adjourned at 8:20 pm. The motion was made by Wildman, seconded by Vance.

Minutes taken by Dodge.