



Elbert County Library District
Dba Pines & Plains Libraries
Board of Trustees
Regular Board Meeting Minutes

Wednesday, October 25th, 2017

The Board of Trustees of the Pines & Plains Libraries met for a regularly scheduled monthly meeting at the Elizabeth Library, 651 Beverly Street, Elizabeth, CO 80107.

Board Members Present: Rick Brown, Jill Duvall, Suzanne O'Neill, Susan Saint Vincent, and Paula Wilderman.

Staff Members Present: Mary Blosser, Ruben Figueroa, Tim Miller and Wendy Walp.

Guests: P&PL Foundation Director Jim Duvall

The meeting was called to order at 6:04 pm by Susan St. Vincent

Pledge of Allegiance

Introduction to Guests – Jim Duvall

Minutes:

A motion was made by Jill Duvall and seconded by Suzanne O'Neill to approve the September 27, 2017 meeting minutes as presented. All in favor. Motion carried.

Treasurer's Report:

A motion was made by Rick Brown and seconded by Jill Duvall to approve the check register #15229 - #15258 and auto deposits for October 2017. All in favor. Motion carried.

Public Input: No public input.

Reports:

Director – Verbal discussion in addition to reports: Foundation Wine Event went well and thanks were given to everyone. Enterprise Zone and Colorado Gives will be promoted soon. Career Online High School (COHS) a press release was suggested. Tim will be working on an Infographic showing GED participation with other information to be presented in an article instead of just a Press release. Tim spoke about Elbert County Directors Group and that they are trying to revive it.

Suzanne spoke about having a strategic planning session and looking at capital improvements, library services and staffing needs and how they all relate to one another. These will be factors when preparing for the 2019 budget, especially when there will be a better feel for projected incomes with wind farms and new construction.

Safety & Security – Wendy will look into the availability of portable devices and panic buttons for Library staff. She will talk with Security Central and the viability for all locations and the response time for them as well. Also classes and safety precautions that our staff can be taught and what other libraries train their staff.

Exit interviews are given to employees that leave employment if they are open to such discussion.

Foundation Report:

Discussion on the wine event and what items to improve. A suggestion was to have it be a wine / whiskey event to encourage a wider audience. Increase ticket sales / availability. Improve signage and advertisement. This being a first time event, it went fabulously! The food was wonderful and everyone who attended had a great time! This event will be even bigger next year!

Trustee Items:

a. Discussion –

i. Statistics–

Discussion was on library circulation statistics and the decline for Pines & Plains Libraries. Tim collected data from Library Research Service (LRS) regarding Colorado public libraries' performance. Overall, Colorado public library circulation statistics have dropped by 4%. Over the same five year span (2012-2016), P&PL's total circulations dropped by less than one percent. Tim also stated that he firmly believes that the database that is being used does not collect and/or report circulation statistics correctly. Because of this he is encouraging consortium management, as well as fellow advisory board members, to migrate to a better database with more support at Bywater solutions. There are other items that might be a part of the decline in statistics and these are decline in DVD checkouts (patrons tending stream shows) and providing all that we do on a limited budget. Our 2016 expenditures per capita are \$30.78. Average per capita expenditures at Colorado public libraries are \$60.83, and the average for libraries that serve similar population sizes is \$39.31.

ii. Director's Performance Review Process -

Everyone was in favor of the existing process which will be coordinated by the Trustee President.

b. Decision –

- i. **Possible Cancellation of November or December Meeting** – A motion was made by Rick Brown and seconded by Suzanne O'Neill to cancel the Pines & Plains Libraries December 4, 2017 meeting and post accordingly. It was noted that the December meeting is typically scheduled for the approval of the 2018 Budget, but this was approved at the September 27 meeting. The final meeting for 2017 will be Tuesday, November 21, 2017. All in favor. Motion carried.
- ii. **Payment of December expenditures including Payroll and Audit Deposits** – A motion was made by Jill Duvall and seconded by Suzanne O'Neill and these items are approved for payment and will be ratified at the January 2018 board meeting.

Adjournment

There being no further business the meeting adjourned at 7:35 p.m.

The next regular meeting will be Tuesday, November 21, 2017 at the Elizabeth Branch Library at 6:00 pm.

Respectfully submitted by Wendy Walp, Financial Administrative Assistant