

# **Library Board Meeting Minutes**

**January 21, 2016**

**Present:** Richard Ball, City Council Liaison; Amy Cohen; Banner Combs; Sandy Darby; Liz Lucke; ShawnaLee Washam; Marcia Lewis, Library Director; Therese Torpy, Recording Secretary.

**1.0 Roll Call / Minutes** - The meeting was called to order at 5:00 pm by Sandy Darby. Corrections to the December minutes were discussed. In section 3.0, the word Play-aways should be capitalized. In section 6.4, last names will be added to the names of the art selection committee members. Banner Combs moved to approve the minutes, as corrected, from the December 17, 2015 meeting. Amy Cohen seconded the motion. All voted in favor. Motion passed.

**2.0 Visitors** - No visitors.

## **3.0 Correspondence / Library Director's Report:**

- We received a \$5000.00 donation from Patricia L. Schmid as discussed in the December meeting. This will be used for Play-aways and large print books.
- We have stayed very busy moving into the new year. Planning for Summer Reading Program is in full swing.
- Richard Ball showed us an article from the January 17<sup>th</sup> edition of the Loveland Reporter Herald titled "A library, a time capsule and a flying machine". This is the second of a three part series of articles on the history of the library in Loveland. The writer, Olivia Lowe, is a patron here at the library.

## **4.0 Old Business:**

**4.1 Council Liaison & Board Interviews** – Interviews of all applicants have taken place. We are recommending to City Council that Sandy Darby and Sue Mullins be placed in the same positions on the library board that they held in 2015 which is Sandy as a voting board member which holds a five year term and Sue as an alternate board member which holds a one year term. Appointments to boards and commissions are on the Feb. 2<sup>nd</sup> city council consent agenda. We will hold officer elections at our February board meeting.

**4.2 Rebranding** – We have been receiving great comments about our new website which went live on January 4<sup>th</sup>. Patrons report that it is more user friendly than the previous site. We will continue to add to the new site. We are still adding programs and events to the city's website calendar as well as the calendar on our new site. Tee shirts with our new logo were distributed to board members. We also have our new library cards, magnets and tote bags with the new logo printed on them. We are focusing on the customer service aspect of our new brand and practice living the brand every day.

## **5.0 New Business:**

**5.1 2015 Work Plan** – Copies of the 2015 work plan document showing 4<sup>th</sup> quarter results were distributed. The supervisors are working on updating our strategic plan for 2016 and are tying items on the 2016 work plan to meet the goals in the strategic plan.

- Banner Combs inquired if there will continue to be a focus on adding materials for visually impaired patrons. We are continuing to add material to our collection that fit the criteria for low vision and visually impaired patrons. The Anchor Center for Blind Children have been holding their meetings here at the library. They have also donated some books to our collection. We may need to upgrade our braille printer at some point in the future.
- There is also a new emphasis on services to comply with Title VI. We will need to add some money to the budget to pay for a language translation service the city has contracted with. This service is telephone based for conversing with non-English speaking patrons and an additional service is available for translating our English language documents to the primary language of the patron.

- A definition of digital library cards was provided. Two local high schools signed up their student base for digital cards in 2015 which allowed them to remotely access our databases. We will be working with Thompson School District in 2016 to see if there may be a way to share data from the new student and kindergarten registration process for use in acquiring a library card. We may still need proof of address and a few other details still need to be worked out.
- We confirmed that Beth Gudmestad has permanently assumed the Children's Department Manager position and confirmed the Teen Department Manager position has not yet been filled. Amber Holmes, Librarian II, is currently acting as interim manager for Teens. Our employee engagement survey results showed that position growth opportunities were perceived as unfair. The supervisors are working on reviewing the job descriptions for all library positions to address this perception.

**5.2 2015 Boards & Commissions Summit with Report & Presentation, March 3rd** – This annual event will be at the Rialto Theater. We need two board members to attend the summit on March 3<sup>rd</sup>. We must submit a one page word document summarizing the board's 2015 accomplishments by February 10th. We need one board member to do a brief presentation outlining the accomplishments. Marcia will put together a bullet list to start the process and share this with the board via email. A few items we should include in the presentation are: a thank you to the Friends of the Library Foundation for their generous support throughout the year; highlight our outreach efforts; completion of the policy updates; progress on collection development for visually impaired patrons; rebranding efforts; etc. We have a supply of magnets with the new logo that we can give away at the event. Amy Cohen suggested we hand out bookmarks made on the 3D printer. Please watch for emails soliciting your input in preparing the presentation. Liz Lucke will telephone Treva Edwards to offer her the opportunity to do the presentation at the summit and then email the group with Treva's response. Additional planning will take place following the determination of the speaker.

**5.3 Annual Report for Public Distribution** – Marcia will prepare a colorful explanatory report for the public and she would like input from the board on things to include. This report can also be used as a marketing tool. The goal is to have the report for the state done before the March 15<sup>th</sup> deadline.

Not on the agenda- we distributed a copy of the library's Kroh Charitable Trust Account at Home State Bank. 2015 ended with a net loss of \$22,673.73. This money cannot be used for normal operating expenses. In recent years we have only used it for construction costs and Prospector costs.

## **6.0 Reports:**

### **6.1 Staff Report –**

- Sandy Darby inquired about test proctoring done at the library and how often we do this. Proctoring is done on an as requested basis when students come to us for the service. It is prearranged through the school. The school will send the test to the Adult Services Librarian who then sets up a time with the student in one of our study rooms and then the test is sent back to the school by the librarian.
- Liz Lucke inquired if the interdepartmental meeting on Civic Center Security Issues had been rescheduled yet. It is now scheduled for Feb. 4<sup>th</sup>.

**6.2 Statistical Report** – Hardcopies of the report were distributed. Amanda Armstrong has found some errors in the method we previously used to collect stats and is working out the bugs. She will be reformatting the report for 2016 and improve the ease of reporting the numbers. Our express check out numbers are down. We believe that is due to the fact that media items aren't processed well by the express check outs and as such patrons usually take those items to the librarian staffed customer service desk for checkout after getting an error at the self-check station.

**6.3 Friends of the Library** – We are currently working on the February/March FOL Newsletter and it should be published next week. There is a great deal of planning going into the Mystery Night at the Library fundraiser scheduled for March 12<sup>th</sup> at the library. There will be drama, prizes and refreshments.

**6.4 Art Selection Committee** – The first quarter show for 2016 is currently on display in the Galleria. All contracts except for one are complete for the year. There hasn't been any news from the museum on the TAAP2D jury process for the 2016 show yet. Banner Combs volunteered to help on the jury if needed. We used the City's membership to CAFÉ for the call for artists for the 2016 Galleria shows. The Friends of the Library will be setting up their own membership to CAFÉ so future calls to artists can be done without mixing up budget dollars with other city departments who also use this service.

**6.5 Loveland Loves to Read** – The One Book, One Community book for 2016 has been selected. It is *The Work of Wolves* by Kent Meyers. The author visit and program are scheduled for October 10<sup>th</sup> at the Rialto Theater. A luncheon with the author is scheduled for the following day, Oct. 11<sup>th</sup>. Other activities related to this annual event are being planned as well.

Marcia Lewis informed the board that she will be out of town for two weeks in February. Amy Cohen will be out of town in March and will miss the March meeting. Amy Cohen made a motion to move the date of the February meeting from the 3<sup>rd</sup> Thursday, Feb. 18, to the 4<sup>th</sup> Thursday, which is Feb. 25<sup>th</sup>. Banner Combs seconded the motion. All members voted in favor. Motion passed.

**7.0 Adjournment:** Meeting adjourned at 6:33pm. The next meeting will be held at 5:00pm on **Thursday, Feb. 25th, 2016.**

Respectfully submitted, Therese Torpy