

<p>4. Minutes of April 6 Work Session</p>	<p>Katrina Terry moved to approve the April 6, 2011 SWOT Work Session Minutes. Bill Vollmer seconded. The motion was passed unanimously.</p>	<p>Board</p>
<p>Ex. Limitations</p> <p>1. Monitoring Library Director Performance</p>	<p>The purpose of the monitoring process was discussed. Basically, the process sets guidelines for the director to follow. This provides the director with appropriate flexibility and helps curb potential micromanagement issues.</p> <p>The board and director were found to be in compliance with the monitoring directive.</p> <p>The director will have a six-month evaluation as per the employment contract.</p>	<p>Board/Chavez</p>
<p>2. Monitoring Treatment of Library Users and General Operating Policies</p>	<p>The process of communicating patron needs to the director was discussed. Chavez said individual staff members tend to the needs of library users and report such needs and concerns to the director in a timely manner. Chavez said library users frequently stop by the office with questions, comments, and suggestions.</p> <p>Hillis said perhaps a suggestion box might be made available for user input. Chavez will follow up. Hillis said patron comments could help bolster support for the new library building project.</p> <p>Terry asked if any library user had issued complaints about their privacy or rights being disrespected. Chavez said no such complaints have been made by library users.</p> <p>Vollmer suggested a button be made available on the library's website providing library contact information. Chavez will follow up. It was noted that the board needed to stay current on general operating policies.</p>	<p>Board/Chavez</p>
<p>3. Library Website</p>	<p>The current website was produced in house with assistance from Chachka Group. That move was initiated because the state library sponsored</p>	<p>Board/Chavez</p>

<p>Governance</p> <p>1. Monitor annex usage policy and contract documents</p> <p>2. Board Calendar (new agenda item)</p> <p>3. Budget Committee Meets to consider FY 2011-2012 Budget</p> <p>Adjournment</p>	<p>Plinkit software program would not function properly. The library's relatively low bandwidth was likely the cause of the problem. However, that could change once the expanded bandwidth is installed. The library may be able to access the Plinkit program at that time eliminating the need of supporting the current site.</p> <p>Chavez discussed the plan to expand bandwidth and keep Crestview Cable for staff use only. The other bandwidth would be an open public system shared between the main and annex.</p> <p>Stephen Hillis moved to approve the annex use documents of which the first reading was presented and approved at the regular board meeting of March 14, 2011. Bill Vollmer seconded. The motion was passed by unanimous vote.</p> <p>Stovall said the board calendar should be updated. Chavez suggested holding a separate meeting for that purpose.</p> <p>Bill Vollmer said the budget process should be completed prior to strategic planning. All present generally agreed.</p> <p>Susan Stovall presented a brief analysis of Aides hour usage based on a sample analysis provided by Chavez in March. Stovall indicated a Aides hourly use surge in November 2010, one month after Chavez was hired. However, usage stabilized after November. Chavez said no hourly use changes had been planned or implemented during his first month as Library Director. Stephen Hillis said the category may have been underfunded in the past. The addition of \$6,000 should stabilize funds for Aide hour usage.</p> <p>Stovall adjourned the meeting at approximately 5:00 p.m.</p>	<p></p> <p>Board</p> <p>Board/Chavez</p> <p>Board Chair</p>
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