Minutes

District Board Meeting
September 8, 2009
3:00 PM

Jefferson County Library District

Attendance:

Board: Leslie Weigand, Stephen Hillis, Anita Goodwin. Susan Stovall and Melissa Shapiro excused

Staff: Sally Beesley, Patrick Goodman

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Discussion/Notes/Directors Report</th>
<th>Responsibility/Action</th>
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<tbody>
<tr>
<td>1. Call to order</td>
<td>3:02 PM</td>
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<td>2. Public Comment</td>
<td>none</td>
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<td>3. Approve minutes 8.11.09</td>
<td>The board states that they would like individual statements and discussion to be in the minutes. Minutes should be outcome, summary, decisions, and motions. Hillis moves to accept minutes; Goodwin seconds. Motion carries.</td>
<td>Goodman will write more precise minutes</td>
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<td>4. Amend March, April, May, and July minutes</td>
<td>Hillis moves to amend past minutes in order to add names of participants; Goodwin seconds. Motion carries.</td>
<td>Beesley will update minutes in board notebook and on website</td>
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<td>5. Additions to the agenda</td>
<td>It was agreed to drop director contract from the agenda and add discussion on Masonic lodge property.</td>
<td>All</td>
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<td>6. Board photo shoot</td>
<td>Board photo moved to later date when all board members are present.</td>
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UNFINISHED BUSINESS

Follow Up

1. Review of Project Action Plans & update on progress:
   - It is stated that all board members be given copies of individual Project Action Plans before next meeting.
   - Beesley will print out Action Plans for Board members

2. Outreach – mail lib materials to homebound
   - Copies of policy were printed out for board members and distributed.
   - All Outreach discussions at hand have been resolved, and can now be taken off the agenda of future board meetings

3. Website
   - Tabled

4. Services to Teens
   - Goodman states that four new teen programs are currently working towards an October launch date.
   - Goodman will update board when programs are implemented

5. Warm Springs
   - The Warm Springs book kiosk will continue as planned.
**NEW BUSINESS**

**Executive Limitations**

1. Board Conference Report
   Goodwin reported that the conference was successful in clarifying board duties and responsibilities, with transparency of board actions being highlighted.

**Governance**

1. Director's report
   General support is voiced for the current state of the Director's Report.

   Current questions on Film Committee financial set up will be investigated by Hillis.

   A debate is had on the necessity for the JCLD auditor to attend October board meeting and give an overview of what was audited for the 2008-2009 fiscal year.
   - It's decided that the board will weigh the needs of having the JCLD auditor come to the next board meeting after reviewing this current year's audit and accompanying report.

2. Logo
   Tabled. To be covered at work session

3. Written board member appointment policy
   Wording of the board member appointment policy is changed. After “Vacancy shall be filled as follows...”, the next four (4) lines will be removed. Substituted in their place will be “the director will immediately...”
   - Goodwin moves to accept new wording; Hillis seconds, Motion carries.

4. Q&A
   Informal discussion on library acquisitions and daily library duties.

5. Plan Facilities work session
   Board decides that all conversations on new facilities must wait for more staff feedbacks, including a gap analysis. Some board members were favorable to the Masonic lodge site, some were not.

**Board Library Director Linkage**

1. Global Board-Library Director Linkage monitoring report
   Hillis moves to accept Global board-Library Director Linkage monitoring report; Goodwin seconds, Motion carries.

2. Accountability of the Library Director monitoring report
   Hillis moves to accept Accountability of the Library Director monitoring report; Goodwin seconds, Motion carries.

**Results Policies**

1. Results Policies monitoring report
   General agreement that Results Policies Monitoring report draft is good.
| Questions are raised as to why employee and supplies budgets are significantly down from the previous year's report.  
- Employee answer: new Children's Librarian hired for less money than previous Children's Librarian.  
- Supplies answer: new Children's Librarian did not spend full budget on supplies last fiscal year.  
- It is noted that there are many socio economic differences in the compared libraries used in the Results Policies reports.  
  Goodman asks if self check-out numbers were included in the Results Policy totals.  
  - Answer: Yes, self check-out numbers are believed to be included, but that book renewal numbers were not. |
|---|---|
| 2. Annex Air Quality Report | Results from inspection by Mountain Air Indoors give the Rodriguez Annex a clean bill of health for mold and particle levels.  
Goodman reports that the only significant action to help increase circulation and particle build-up would be to have a central air circulation unit with acceptable air purification filters installed due to the building's size and layout. |
| 3. Board check signers | Goodwin has been added as check signer. All documentation taken care of at bank. |
| **Agenda building** | **Inspection results & Goodman's recommendation for air purification filter will be included in Annex facility planning.** |
| Results Monitoring Report |  |
| Quarterly Financial review |  |
| Gap statements |  |
| Project Action Plans |  |
| Director contract & evaluation results. |  |
| Adjournment | Meeting is adjourned by Weigand at 4:42 pm. |