Minutes March 1, 2012

# **Meeting Summary**

- \* Early Literacy presentation by Lesley Clayton.
- \* Futurist Thomas Frey scheduled to speak on the future of libraries on March 16
- \* Tom Reid is not seeking reappointment and Betty Calvin resigned from the board
- \* Voted to adopt revised policy manual

### Roll Call

Present: Manish Jani, Bob Juszynski, Kerry Pettis, Tom Reid, Colleen Sawyer

Absent: Laurie Huff, Betty Calvin

Others in attendance: Martha Derda, Roberta Depp, Kathleen Janosko

### Agenda Minutes

#### Call to Order:

The meeting was called to order at 6:34 p.m.

## Early Literacy Presentation:

Lesley Clayton, Manager of Children's Services did a PowerPoint presentation explaining the importance of early literacy. She elaborated on research done to prove the benefits in a child's development due to early literacy. The timeline history of the Library's early literacy program was presented from the year 2000 onwards. She mentioned that the Broomfield library and the Boulder library have applied for a grant for training and material to be a Family Place Library.

#### Minutes:

The minutes of the Feb. 2, 2012 meeting were accepted with corrections.

### Reports:

Friends of the Library—Laurie Huff

In the absence of Laurie, Roberta mentioned there is a big book sale planned for March 31<sup>st</sup>.

### Library Foundation—Colleen Sawyer

One brick has been sold since the last meeting, and six citizens are interested in buying bricks. The foundation is not taking any more orders at this time. The next big promotion is planned for Broomfield days for another order. The foundation has handed out the legacy brochures to 68 lawyers and financial planners.

# One Book, One Broomfield—Kerry Pettis

The committee is meeting next week to decide among the three finalists. Roberta added there are two novels and one non-fiction book among the final three books being considered.

Director of Library Services—Roberta Depp

Due to the meeting being on the first day of the month, the library statistics are being compiled and will be emailed out.

Gigi Yang, the Young Adult librarian participated in the Broomfield Leadership Academy sponsored by the City and County of Broomfield for emerging leaders among city employees. Her project on communication involved the entire library, and she also made a presentation at a Citywide Managers meeting. Gigi developed communication tools based on feedback from a staff survey as part of the project.

The circulation area was renovated to allow for more open space. This has resulted in better communication and improved mobility around the area. There was no cost associated with this renovation.

Roberta discussed the need to have new public internet accessible computers and associated maintenance and service. Possible solutions and vendor arrangements were discussed briefly.

Kerry inquired about the status of the book drop. CIP staff have been exploring options.

Other Business

None.

Old Business:

City Facilities Master Plan

The plan will be considered by the city council at a study session in April.

### **Board Recruitment**

The deadline for applications is tomorrow, Friday March 2. At this time, three applications have been received for three available vacancies.

## Library Strategic Plan

Roberta has asked staff to identify goals to further their strategic initiatives with the intent of the strategic plan focusing on a few large initiatives instead of a number of smaller initiatives. The term for the plan will be for three years with benchmarked goals to achieve.

Futurist Thomas Frey is scheduled to speak on the future of libraries on Friday, March 16<sup>th</sup> at 2 PM in the Eisenhower room. Roberta requested all board members to RSVP by Friday, March 9<sup>th</sup>. Other local municipal libraries have also been invited to attend.

Broomfield, Boulder and Louisville are meeting with other municipal libraries to discuss common issues and initiatives.

## Library Policies – Vote

Colleen assumed the policies document was free of errors, not having had enough time to review the document ahead of the meeting due to the short lead time. Tom mentioned there were references to non-existent appendices and that Oxford commas were missing. The board voted to approve the policies as is, with any formatting changes to be emailed to the board before the next meeting.

Other

None.

### **New Business:**

## Attendance Policy

The attendance policy for board members was brought up for discussion. Bob clarified the policy as per the by-laws. Based on an opinion sought from City staff, Roberta stated that the City Council would prefer to make changes to the board only once a year when appointments take place.

## Membership Changes

Betty Calvin has resigned from the board. Tom Reid will not be seeking another term on the board due to his busy travel schedule. The board members thanked Tom for his service to the Library. Roberta mentioned creating catalog entries for the outgoing members for a short time as a way of thanking them for their service.

### Other

Volunteer Board & Commission appreciation reception is scheduled for May 5<sup>th</sup> at 1<sup>st</sup> Bank event center.

Martha mentioned appointments of new board members would be made on April 11<sup>th</sup>.

Adjournment	
The meeting adjourned at 8:43 p.m.	
Approval	
Minutes Prepared by Manish Jani	
Approved by	_Chair