

**Approved Minutes
For the Boulder Public Library Commission
November 22, 2010**

COMMISSION MEMBERS PRESENT

Nadia Haddad
Sam Fuqua
Anne Sawyer

LIBRARY STAFF PRESENT

Donna Gartenmann, Acting Library & Arts Director
Lynn Reed, Assistant Library Director
Jennifer Miles, Strategic Planning & Administrative Services Manager
Tina Walker, Administrative Assistant
Mary Jane Holland, Children's & YA Manager
Gwen Holton, Branch Library Specialist

Dennis Humphries, Humphries-Poli Architects

COMMISSION MEMBERS ABSENT

Annette Mitchell

PUBLIC PRESENT

Natalie Grecu

CALL TO ORDER

The meeting was called to order at 7:15 p.m.

APPROVAL OF MINUTE

The minutes of November 3, 2010 were approved as written.

PUBLIC PARTICIPATION

None

MATTERS FROM THE DIRECTOR & STAF

New eBook Collection from Overdrive

Lynn Reed advised the Commission that the Library has received 144 new print version eBooks from Overdrive. Reed said that all 144 books were checked out within the first 3 days. Haddad asked how the library would be promoting this new service. Reed responded that information will be included in the January newsletter, that this was a 'soft' start, and that more titles would be purchased in 2011. Anne Sawyer stated that finding available (not checked out) titles was difficult, and that she wished that new licensing/check-out models for digital resources (since not bound to a physical resource) could be considered. Lynn Reed suggested we discuss this with Overdrive as they are very receptive.

Third Quarter Statistics

Jennifer Miles presented Library website traffic statistics to the Commission in response to Sawyer's request at the October 2010 meeting, and reviewed the 3rd quarter usage statistics.

Miles advised the Commission that Denver Public Library will drop out of Prospector beginning in December while they migrate to a new integrated library system.

Sequencing Projects on the Library's Unfunded Capital Improvement Projects List – Dennis Humphries, Humphries-Poli architects

At the Commission's request, Dennis Humphries presented probable costs for various projects outlined in the Facilities Sustainability Study. Humphries also discussed options and probable costs for providing limited library services on the North side of Boulder. The services included materials drop boxes, automated materials vending dispensers, and a limited service branch.

Miles advised the Commission that the Master Plan and Facilities Sustainability Study information has been updated on the Library's website. It can now be found through searching the site or linked from 'Library A-Z'.

MATTERS FROM THE COMMISSION

2011 Library Commission work plan for Council

City Council requested that the Library Commission submit up to three goals that they would like the Council's help to accomplish in 2011. The commissioners decided to postpone the discussion until all commissioners could participate. The commissioners decided to schedule another meeting, if necessary, to finalize the goals before the due date of January 5, 2011.

The commissioners expressed frustration regarding their lack of involvement in developing the job description for the Library Director position, and concern that it did not specifically include any language regarding the director having vision for the library. They expected to be given the opportunity to provide input on the job description before it was posted.

Sawyer cited the roles of the Library Commission in the City Charter. Haddad asked for clarification on what role the Commission has in the hiring process. Gartenmann said that she would request an interpretation of the Library Commission's role as described in the City Charter from the City Attorney. Sawyer stated that she was not aware of the plan to hire a search firm and asked how much it is going to cost and if it would be charged to the Library's budget now that a search firm has been hired.

Commissioner Sawyer expressed concern that the recent article about the Library in the Library Journal stated that the Library Innovation & Technology (LIT) Manager position was not going to be filled. Sawyer reiterated she thinks that this position should become a Virtual Branch Manager. She said there are many problems with old, inaccurate information and dead links on the website. Gartenmann stated that the LIT Manager position would be filled by the new director. Haddad stated that it is the Library's business to serve the public with information, and the website needs a complete revamping. Commissioners expressed concern with waiting for a new director to fill the LIT Manager position, and requested the opportunity to provide their ideas for a Virtual Branch Manager.

Commissioner Sawyer expressed concern about the Finance & Business Manager moving to the City of Boulder Finance Department, and with the perceived high level of management by the City Manager's Office over the Library.

The Commission discussed adding to January Agenda the need to discuss the .38 sales tax and the Library's budget needs with the City Manager in order to advocate for budget needs like other departments /boards do.

Commissioner Sawyer requested an update on the budget process. Gartenmann advised that the 2011 budget was approved, and that the Library received additional funds for the collection and to keep the Sunday hours unchanged. Sawyer asked for the amount of salary savings from the vacant positions.

Commissioner Sawyer asked for an update on the Café and an estimate for a new Library Logo.

Commissioner Sawyer requested that the new acting managers come to a future meeting for an informal introduction.

Gartenmann reminded the board that requests from the Commission needed approval by the majority of its members.

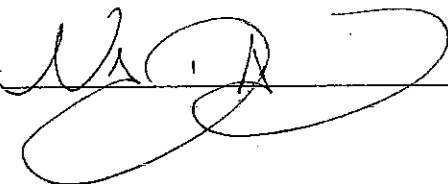
Commissioner Haddad submitted hand-lettered signs that she created to advertise the Library Book Shop. Gartenmann advised that the paperback book prices were raised according to Haddad's request, and that signs with the new prices were posted.

Commissioner Sawyer stated that she would like the approved minutes to be posted on the Library website. Sawyer also stated that she would like to see more details in the minutes, stating that the November 3, 2010 minutes included the correct amount of information. The commissioners discussed the minutes, but there was no formal motion for changing the amount of detail to be included.

Commissioner Sawyer thanked departing Library Administrators Lynn Reed, Donna Gartenmann, and Jim Marshall for their service to the library, and the other commissioners echoed their thanks.

ADJOURNMENT

The meeting was adjourned at 9:05

Approved by  _____ Date 2/2/11