

**Approved Minutes  
For the Boulder Public Library Commission  
April 6, 2011**

**COMMISSION MEMBERS PRESENT**

Sam Fuqua  
Anne Sawyer  
Annette Mitchell  
Celeste Landry  
Donna O'Brien

**LIBRARY MEMBERS PRESENT**

Jennifer Miles, Acting Library & Arts Director  
Melinda Mattingly, Reference & Collections Manager  
Mary Jane Holland, Children and Teen Library Manager  
Gwen Holton, Branch Library Specialist  
Kathleen Janosko, Administrative Specialist II (Finance)  
Leanne Rizzo, Administrative Specialist II

**COMMISSION MEMBERS ABSENT**

None

**PUBLIC PRESENT**

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

The minutes of March 2, 2011 will be amended and submitted for approval at the May meeting. The audio files will be reviewed by Commissioner Landry and her proposed revisions will be submitted to Commissioner Fuqua.

**PUBLIC PARTICIPATION**

None

**2011 LIBRARY COMMISSION APPOINTMENT**

The Commissioners welcomed new Library Commissioner Donna O'Brien. Library Commission Secretary, Annette Mitchell administered the oath of office.

**Election of Officers - all votes were unanimous**

- Chair – Sam Fuqua
- Vice-Chair- Annette Mitchell
- Secretary- Anne Sawyer

**Boulder Public Library Foundation Representatives:**

- Anne Sawyer
- Celeste Landry

- Donna O'Brien (alternate)

#### MATTERS FROM THE DIRECTOR & STAFF

##### **2012 budget process update - Capital Improvement Program:**

Miles asked the Library Commission to advise her on the items to put forward as high priority items from the Library's Unfunded Capital Improvement project list for the city's Capital Improvement Program. Library Commission agreed to the recommended 7 projects as high priority action plan items (4 to 1, Commissioner Landry abstained). Commissioner Landry questioned whether the RFID project would be happening before the carpeting and wiring projects. Miles explained that the RFID project is expected to begin in the 3rd quarter but is dependent upon the staffing level in administration department. Commissioner Fuqua stated that he opposed putting the library bond portion of the .38 sales tax into this capital improvement investment strategy, and would prefer that the money continue to go in full to the library after the bond is paid off. He suggested that the library could then decide how it is used according to capital and operational needs. Both Commissioner Sawyer and Commissioner Landry supported that statement.

##### **Update on library matters:**

- **Main Library Café-** Nothing new was reported for this project, as the Library is understaffed and Miles has been focusing on organizing the Digital Services department of the Library.
- **Web Services Specialist position-** Interviews are scheduled this week with a decision about the next step to be made the following week.
- **Upgrade to wireless access points-** The City IT department, in conjunction with Library IT staff, have upgraded the Library's wireless access points. The improvement allows for more efficient use of Internet bandwidth and increased range. Library staff is planning to implement wireless printing to patrons sometime this year. The Library's policy on wireless access will be updated and brought before the Library Commission at that time.
- **Scan to e-mail and color printing-** New patron copiers were installed at the Main Library this week. Color printers are expected to be installed later in the month. Scan to email will now be offered to library patrons. Reynolds and Meadows library branches will also receive new color printers later this month. A list of new charges for these services was distributed.

##### **2010 Library usage statistics:**

Miles reviewed the 2010 library usage statistics with the Commission. Commissioner Landry observed that attendance at events and program had decreased 8% from 2009 to 2010 and wondered if the elimination of the centerfold calendar in the newsletter could be part of the reason. Miles didn't know exactly when the calendar was eliminated but said she could find out.

##### **Commission priority discussion- Virtual Branch Library:**

Miles stated that the library is beginning to refocus their efforts on the virtual or digital branch library. This refocus will happen with a new team being formed, including the filling of the Library Innovation & Technology (LIT) Manager position. This team will then develop a technology plan that includes a clear direction for the Digital Branch Library. Miles asked the Commissioners to provide their input about the vision and direction of the Digital Branch Library.

Commissioner Sawyer recommended some areas of focus in the vision of the Digital Branch Library including

- Improvement of the look and feel of the Library's website,
- The capabilities, design, and interactivity of the library's website
- The proper software to improve tracking usage of the library's resources.
- Notices and outreach: including html email newsletters and an online library magazine with features from various departments.

Commissioner Sawyer agreed with Miles in that the digital branch library should be considered a "true facility" and possess its own unique feel including the interactive software and technology

that's required. She also stressed the importance of the LIT Manager being a person that can help shape the future of the library.

Commissioner Fuqua suggested also using the Digital Branch Library as an opportunity to bring patrons into the actual physical library and its branches. Miles added that the Digital Services Team would evaluate and attempt to optimize the software that provides the online calendar of events.

Commissioner O'Brien suggested making the downloadable resources more user friendly and partnering with teachers and the school system, regarding electronic resources.

Commissioner Sawyer was thanked for the research she did regarding this project.

#### **Matters from the Commission**

##### **Commission meeting time:**

Depending on meeting room availability, the Commission agreed to begin meetings at 6:30 p.m. on a trial basis, beginning in May. The possibility of meeting at each branch (at least once per year) was also discussed and will be researched further.

##### **Update on Library/Commission promotion at the Boulder Creek Festival:**

Commissioner Sawyer updated the group on information regarding the festival. A booth without cost was secured through Boulder Creek Events contract with the city of Boulder. Commissioner Mitchell expressed that her father offered to supply a tent and any other equipment if needed, at no cost to the Library Commission. Members of the Library Foundation agreed to participate and teen volunteers from the Reynolds Branch Library may be interested in helping with this event also. Commissioner Mitchell agreed to volunteer for this event. The Commission agreed to commit to operating a booth at this event. Commissioner Sawyer will organize a meeting for all interested parties. It was agreed that Commissioner Sawyer would choose the booth's location.

##### **Library Director Update:**

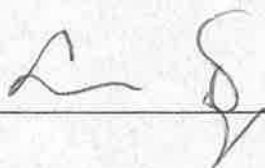
Commissioner Fuqua encouraged the Library Commission to come and meet the Library Director candidates at the formal breakfast on Monday, April 18<sup>th</sup>.

##### **Other:**

- 1) Commissioner Landry notified the Library Commission and staff that there is a petition circulating that requests that titles for the book discussion groups be included in the Library's newsletter.
- 2) Miles explained that the city attorney will be present at the next meeting to discuss the Library Commissioner's roles and responsibilities.

**Adjournment** – The meeting was adjourned at 9:00pm.

Approved by \_\_\_\_\_



Date \_\_\_\_\_

6/1/11

STATE OF COLORADO )  
 )  
COUNTY OF BOULDER ) SS.: OATH OF OFFICE  
 )  
CITY OF BOULDER )

I, Donna O'Brien, do solemnly swear (affirm) that I will support the Constitution of the United States of America and of the State of Colorado and the Charter and ordinances of the City of Boulder, and faithfully perform the duties of the office of a member of the Library Commission which I am about to enter.



Donna O'Brien

Subscribed and sworn to before me this 6<sup>th</sup> day of April, 2011:



City Clerk/Board Secretary

## **Notes about Boulder Public Library Digital Branch**

Prepared and presented by Commissioner Sawyer - April 6, 2011

### **LOOK & FEEL -**

consistent identity; focus on organization, user experience. Add efficiency of doing different processes (combine downloads, installs, etc to make digital checkouts simpler).

### **CAPABILITIES, DESIGN, INTERACTIVITY**

- analyze and get or change tools in order to support growth of the website; current ILL approach limits access to information; a new "Discovery Layer" will allow us to have dynamic data from ILS integrated into website (top books, needed books, etc.); all data entered into system should have programmatic access so that we can integrate and use it however we would like.
- this combined with a content management system (like Drupal which, in particular, has a lot of support for libraries) will allow better content updates, integration, and consistency - and perhaps save money.
- current system is very technology limited; information is in pockets provided by vendors or organized by technology implementation; old systems (cold fusion) should be phased out with new maintainable implementations. Current technologies can provide equal and maybe better options for this content (particularly oral histories).
- many open source and other systems exist; other libraries' experiences can help find flexible and reliable system.
- consider all platforms and how to support them efficiently; mobile, tablets, touch screen, traditional, etc. many times new CSS files can allow same content to work on different devices.
- support "tools" for various patrons: have book group software that tracks reading and discussions,
- use technology to support what we want our digital branch to be; don't use technology just because it's there.

### **TRUE BRANCH**

- has collection & "facility"; needs staff to support, grow, and stay current.
- supports physical library by promoting events, information, registration, social media, questions, etc.
- generates content
  - gather community & global content from trusted resources; become a central place to come for members of the community to find and navigate all kinds of digital information
  - streaming videos from around Boulder - created by other departments, organizations, etc.
  - publishing stories by local authors, etc.; create content that community knows they can only find at the BPL
  - access free entertainment - tv, news, etc.; public domain resources; perhaps the library arranges subscriptions for other content - relationship with Netflix, Hulu, etc.
  - links to blogs (and our own) relevant to community, parenting, reading, cultural, etc. issues
  - reviews (in addition to LibraryThing) - better integrated; links to institutional blogs (smithsonian, etc.)
- highlight and personalize information already available (ie. "find my home" in the history and photo archives of the Carnegie).
- iTunesU relationship - great academic courses including language courses
- generate content from programs to be hosted: story times, concerts, etc.; always consider opportunities to reuse library programs online.

\* future laptops, ereader use in library and checkout; touch screen for navigation when it's more generally available.

- teaching users to use facilities (both in the library and at home).

#### NOTICES / OUTREACH

- html email newsletters; customizable for user interests or general; goodreads newsletter is a great one includes quizzes, new book info, author interviews

- online library magazine with features from various departments... easy to include book group recommendations,

#### TRACKING

- use technology to tell what digital resources are getting used? are they being found or just not used?

- are these primarily within library or from work/home as well?

- generate reports useful to library staff.

#### FUTURE

- work with industry leaders to help shape libraries; work to improve digital rights and licensing for libraries; build relationships with publishers, tech vendors, etc.