

**Approved Minutes  
For the Boulder Public Library Commission  
December 7, 2011**

**COMMISSION MEMBERS PRESENT**

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

**LIBRARY STAFF MEMBERS PRESENT**

Valerie Maginnis, Library & Arts Director  
Jennifer Miles, Deputy Library Director  
Kathleen Janosko, Administrative Specialist II (Finance)  
Melinda Mattingly, Reference & Collections Manager  
Leanne Rizzo, Administrative Specialist II  
Michelle Gerry, Systems Librarian

**CITY STAFF MEMBERS PRESENT**

David Mallett, Budget Transition Team member

**COMMISSION MEMBERS ABSENT**

None

**PUBLIC PRESENT**

Peter Richards

**CALL TO ORDER**

The meeting was called to order at 6:47 p.m.

**APPROVAL OF MINUTES**

The minutes of October 13, 2011 were unanimously approved as written.  
The minutes of November 2, 2011 were unanimously approved as amended.

**PUBLIC PARTICIPATION**

None

**COMMISSION PRIORITY DISCUSSION**

- **2012 Library Commission Priorities to put forth for City Council and City Manager:**  
2011 Commission priorities for City Council were discussed and 2012 priorities were proposed. The 2011 Library Commission priorities were tentatively reaffirmed:

Stabilization of library funding  
Library service in North Boulder  
Capital improvements

Further discussion on the 2012 Commission priority list to send to city council is planned for the January 4, 2012 meeting. Chairman Fuqua will send a draft to the Commission before this meeting.

- **Library Commission Priorities for 2012**

The Commission discussed the possibility of removing last year's priority item of

the Commission's legal role/responsibility from this year's list of priorities. Any changes to the city charter regarding the Commission's responsibilities would require a vote of the electorate which may not make sense as a Commission priority in 2012 given the other issues facing the Commission.

It was agreed that the Virtual/Digital Branch Library would remain a priority for next year. Commissioner Sawyer stated concern about dedicating additional time to Commission priorities that are not in line with Library Staff priorities (e.g., the digital branch) and requested to understand staff priorities.

There was consensus that the purpose of the Commission's priorities is to serve as a focused topic of discussion at the monthly meetings.

- **Funding for Non-Bonded Capital Improvements**

Commissioner Sawyer recalled that City Manager Brautigam had told the Commission that there was no budget for capital improvements for general fund departments. David Mallett informed the Commission that there is a mechanism for funding capital improvements once the library bond expires at the end of 2011.

- **Master Plan**

The library's Master Plan will be 5 years old in 2012, Director Maginnis explained to the Commission that this update will serve as a means to redirect and rejuvenate the library's mission and goals. (See below.)

Commissioner Landry questioned whether updating the master plan should be included on the list of the Commission's priorities for City Council and the City Manager. Commissioner Mitchell supported including the Master Plan update on this list, as it can serve as a basis for some of the Commission's decisions. Commissioner Sawyer suggested incorporating measurable items or benchmarks in the 2012 Master Plan as a tool for identifying the progress that has been made on each goal.

- **Goals of the Library Administration**

Director Maginnis informed the Commission about some of her administrative goals for 2012 including: filling vacant position, bringing forth policy changes to the Commission, updating the library's website, moving forward with the Radio Frequency Identification (RFID) project as well as the Capital Investment Strategy (CIS) Round 1 projects which involves the renovating and relocating of the Children's library.

#### MATTERS FROM THE DIRECTOR & STAFF

- **OPAC Demonstration:** Michelle Gerry, Systems Librarian, demonstrated the upgrade to the Library's online public access catalog, which went live December 1, 2011. Ms. Gerry answered the Commission's questions regarding the catalog's current and new features. The new features include: specialized searches (i.e. only DVDs, only audiobooks, etc.), definitions of library materials' status codes, the option of sending a text message with the call number and location of a particular item, an auto request feature for holds, and the option of patrons creating their own individually named "wish lists."
- **CIS Round I Update and Timetable:** A timetable for the CIS Round 1 projects,

which was distributed prior to the meeting, was reviewed briefly. The timetable, by quarter, along with a reiteration of what the project entails, has also been posted on the library's website at <http://boulderlibrary.wordpress.com/librarycis/>. Director Maginnis invited the Commissioners, to take part in a tour of Front Range libraries that have recently undertaken building projects involving the Children and Teen areas of their respective libraries. It was recommended that research go beyond local libraries as other national libraries are creating very innovative children and teen areas, e.g. Chicago. Chairman Fuqua requested that the Boulder Teen Advisory Board (BTAB) be invited to one of the Library Commission's meetings next year. **Note later:** Director Maginnis is arranging for BTAB to attend the February Library Commission meeting. Commissioners Landry and Sawyer both suggested the addition of a public hearing early in the implementation of the Round I projects.

- **CIS Round II Update:** Director Maginnis sent the Library Commission a memo regarding this agenda item. There was some brief discussion about the types of the items that may be included in a possible 2012 ballot item. David Mallett, of the Budget Transition Team, suggested that the types of items that may be included are items that could potentially make a positive impact on people's lives. (See attached Memo from Library & Arts Director.) Commissioner Sawyer asked if Patron Survey information had been prepared from the 2009 Facilities Study materials to provide to the CISC as requested; it has not.
- **Library Personnel Update:** Director Maginnis announced that Jennifer Miles was promoted to Deputy Library Director. The Commissioners offered their congratulations. Director Maginnis informed the Commission about two recent staff retirements at the branch libraries. The Access Services and Virtual Branch Manager positions are currently unfilled. Hiring of the latter position has been postponed indefinitely. Commissioner Sawyer asked about a staffing plan to relieve managers who have been covering multiple roles after staff turn-over in 2012 and expressed concern that we cannot expect them to do this indefinitely. Director Maginnis responded that she would let the managers affected know that the Commission was concerned about this.
- **2012 Library Budget Update:** Prior to the meeting, several budget documents were e-mailed to the Commission, regarding the City Council's Second Reading's Adjustments to Base and the 2012 Approved Library Division Operating Budget. David Mallet reviewed these documents with the Commission and welcomed their feedback, via Director Maginnis. (See attachments.) The Library Budget information and the Fund Financial numbers will not match because the dollars are aggregated in different ways making comparing the two impossible.

#### MATTERS FROM THE COMMISSION

- **Library e-newsletter:** Director Maginnis informed the Commission that there were over 3500 subscribers to the e-newsletter to date. Commissioner Sawyer requested that there be an option to e-mail the Library Commission directly via the new e-newsletter.
- **Library-Community Communication: (correction later: Library Commission-Staff Communication):** Discussion deferred.
- **Library Community Communication:** Commissioner Sawyer recommended two ideas: 1) change the "email Commission" on the

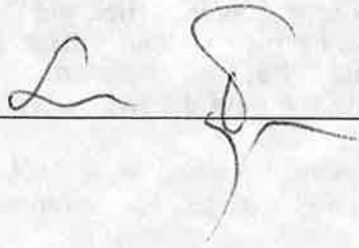
library's website from a form to an email address (as long as it is spam filtered) so the email address can be used in other places such as publications. 2) monthly, the Commission be allowed to include a "block" in the library's new e-newsletter notifying patrons about our upcoming discussions and requesting public input either at meetings or via e-mail.

- **Café/ Coffee Station:** The Seattle's Best coffee machine will be installed the week of December 1, 2011. (Correction later: The coffee machine was actually installed on December 16, 2011.)
- Commissioner Sawyer asked for an update about the installation of a vending machine that serves pastries, on the bridge. Director Maginnis replied that she now has concerns about food in the library. Kathleen Janosko, Administrative Specialist II (Finance) commented that library patrons (especially those that hold meetings in the Boulder Creek Room) often ask whether coffee is available at the library. However, they do not ask about whether food is available. Although, she commented, the café will be welcome addition. Commissioners reiterated that patrons continue to ask for a full-service café.
- **Library Logo:** Commissioner Sawyer asked if the logo used at the bottom of the e-newsletter is intended to be the new library logo (City of Boulder flatirons logo with Boulder Public <flatiron blob> Library & Arts.) When this was confirmed, she stated that while she supports the City's logo being used on all official library documents, etc., she reiterated that the library should have its own logo giving credibility to the common public library concept of unpoliticized and unfiltered information being provided to the public. Second, although administratively Library and Arts are grouped together under one director, the two are different entities with different missions, budgets, facilities, and commissions. Having a single logo for these minimizes and confuses the two. Commissioner Fuqua stated that he didn't believe "Boulder Public" should be separated from "Library." Other Commissioners expressed similar concerns, but time ran out and the meeting had to be adjourned.

**Adjournment** – The meeting was adjourned at 9:01 p.m.

Please note: The next monthly meeting will be held on Wednesday, January 4th, at 6:45 p.m. at the Main Library, 1001 Arapahoe Ave.

Approved By \_\_\_\_\_



Date \_\_\_\_\_

2/1/12