

**Approved Minutes
For the Boulder Public Library Commission
November 2, 2011**

COMMISSION MEMBERS PRESENT

Sam Fuqua
Annette Mitchell
Celeste Landry
Donna O'Brien

LIBRARY STAFF MEMBERS PRESENT

Valerie Maginnis, Library & Arts Director
Jennifer Miles, Acting Assistant Library & Arts Director
Kathleen Janosko, Administrative Specialist II (Finance)
Melinda Mattingly, Reference & Collections Manager
Leanne Rizzo, Administrative Specialist II

CITY STAFF MEMBERS PRESENT

None

COMMISSION MEMBERS ABSENT

Anne Sawyer

PUBLIC PRESENT

Peter Richards

CALL TO ORDER

The meeting was called to order at 6:45 p.m.

APPROVAL OF MINUTES

The minutes of October 5, 2011 were unanimously approved as amended.
The minutes of October 13, 2011 will be revised and then reviewed at the next Library Commission meeting.

PUBLIC PARTICIPATION

Peter Richards commented that he believed that the Library Commission's meeting minutes have been extremely abbreviated. Richards made a suggestion that the minutes include the specific amount of time that each big topic is discussed. He also shared that he had discovered that a few car dealerships in town offer free coffee for their staff and customers. He explained that the machine leasing cost and the service fees combined are about \$800 per month. Richards said that he would like to see the City of Boulder seriously pursue the library district possibility.

MATTERS FROM THE DIRECTOR & STAFF

- **3rd Quarter Statistics:** These were distributed and reviewed. (See attachment.) Chairman Fuqua noted the increase in the Children's department circulation number. Melinda Mattingly,

Reference & Collections Manager, explained that extra collection development effort had been put into the Children's collection at the Reynolds Branch Library. This extra effort will be continued at both the Reynolds Branch and Meadows Branch Libraries. Commissioner Landry was happy to see that the attendance number for the Library's programs is currently increasing. Jennifer Miles, Acting Assistant Library & Arts Director, described the new Flatirons Library Consortium catalog upgrade that is being implemented. Commissioner Fuqua volunteered to assist the Systems Librarian with usability testing for this.

- **Update on Capital Investment Strategy (CIS) Round I and Round II (Commissioner Comments and project rankings):** Given that Ballot item 2A was passed by voters, Director Maginnis stated that the library projects including in 2A will serve as an opportunity to reposition the Library in the hearts and minds of our community. Commissioner Landry requested a draft of the timeline for the CIS Round I projects for the December meeting. She also requested that the timeline include a public input component. Director Maginnis announced that Acting Assistant Director Miles would be the library lead for the implementation of the Round 1 projects. Commissioner Landry brought an example of the 3 newspaper advertisements that the Boulder Library Foundation purchased regarding this year's ballot item 2A. The presentations to the Capital Investment Strategy Committee regarding Round II will occur on Monday, November 7th at 6 p.m. The Library Commissioner's role at this event was also discussed as being a source of information for the CIS committee members and to be conduit of the Library Commissioners' feedback.
- **Coffee vending machine update:** Purchase of a coffee vending machine is underway. Installation of a water line and electrical will be scheduled in the near future, and a service agreement is being negotiated with JJ's Vending which will supply and maintain the Seattle's Best Coffee machine. Commissioner Mitchell also commented that while free coffee may work well in other locations, she believes the Seattle's Best Coffee machine is a better option for the Library.
- **Budget update:** Director Maginnis informed the Commissioners that the Boulder City Council unanimously approved the 2012 budget on October 18, 2011 (See attached Director's memo, October 31, 2011.)
- **Status of Assistant Library Director Recruitment:** Director Maginnis announced that the posting for this position closes on November 3, 2011 and anticipates that any interviews will be scheduled during the week of November 7-11th.
- **Status of Wilderness Place Project:** Director Maginnis informed the Commissioners that the Boulder City Council unanimously voted to authorize the disbursement of \$960,292 of the City's Education Excise Tax to support the purchase of property for the Wilderness Place Project. The Library will be providing monthly family storytime to the Wilderness school beginning in 2012. (See attached Director's memo, October 31, 2011.)
- **Library "Successes":** Director Maginnis intends to begin highlighting Library Successes once per quarter. Among the Library "successes" discussed were the upcoming circulation of the Barnes and Noble Nooks, the capability of downloading music from Freegal and the 25th Anniversary Celebration of BoulderReads! Melinda Mattingly, Reference & Collections Manager, informed the Commission about the success that other public libraries have had with circulation of their Nooks. There is a video on the BoulderReads! website that commemorates their program. Director Maginnis informed the Library Commission about the collaboration that will be occurring between BPL and the Parenting Place. (See attached Director's memo, October 31, 2011.)
- **Review of Library Commission Annual Application Questions:** The Library Commissioners

offered their suggestions and feedback regarding this application, which will in turn be forwarded to the City Clerk.

MATTERS FROM THE COMMISSION

- **Commissioner-Staff Communication:** The Commission discussed exchanging information between Commissioners and Library Staff. Director Maginnis stated that her role as Library & Arts Director is to provide accurate, appropriate and consistent information to Library and City staff alike, to the public and to the Library Commission. She reminded the Commission that she has an "open door" policy to all of these persons mentioned. Director Maginnis offered to schedule meetings with Library staff, herself, and the Commission, as needed. Commissioner Mitchell suggested that this topic will be further discussed at the December meeting, in which Commissioner Sawyer would be present. Chairman Fuqua read a written statement from Commissioner Sawyer that stated that she values the impromptu conversations that she has with Library staff which help her to understand the full picture in order to make informed decisions regarding the Library. Commissioner O'Brien agreed with this statement.

Patron Correspondence: Library patron, Mr. Richard Demuth's letter to the Library Commission and his previous suspension from BPL, effective September 19, 2011, was discussed as well as the appeal process for Library suspensions. Commissioner Landry asked to view the BPL suspension policy and appeal process. Acting Assistant Director Miles explained where this is located on the Library's website. Commissioner Mitchell also offered to send Commissioner Landry this policy. **Note:** Information on the Library Rules, suspension policy, and appeal process is located on the BPL website at <http://boulderlibrary.org/about/rules.html>

Other:

Chairman Fuqua offered to ask Peter Richards about the reasons for his only sending 2 of the Commissioners his e-mails rather than all 5 of the Commissioners.

Director Maginnis announced the "Making Waves in Colorado" event, sponsored by the Colorado Ocean coalition, which will be taking place on Sunday, November 13th at the Main Library. Google will be at this event and unveiling its Google Ocean feature.

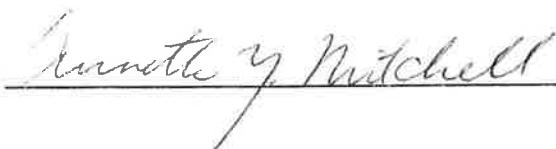
Commissioner Landry mentioned a couple of the grant applications that were approved by the Library Foundation.

Commissioner Landry requested that information regarding the CIS Round II be posted to the BPL website. Note: A link has now been posted to the Library's homepage that directs patrons to the City's 2012 Capital Investment Strategy: Round II.

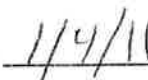
Adjournment – The meeting was adjourned at 8:55 p.m.

Please note: The next monthly meeting will be held on Wednesday, December 7th, at 6:45 p.m. at the Main Library, 1001 Arapahoe Ave.

Approved By



Date



October 31, 2011

TO: Boulder Public Library Commission

Chair – Sam Fuqua; Vice Chair – Annette Mitchell; Secretary – Anne Sawyer; Member – Celeste Landry; Member – Donna O’Brien

FROM: Valerie Maginnis, Director Library and Arts

SUBJECT: November 2, 2011, Library Commission Meeting Information

Dear Library Commissioners: I have prepared this memo of information for you on matters that will be discussed at the upcoming Library Commission meeting on November 2, 2011. I will be prepared to speak to these items at that meeting, as well as answer any questions you may have.

Commission Priority Discussion:

Digital Branch Library: This item has been moved from the agenda and will be discussed at a subsequent Library Commission meeting.

Matters from the Director and Staff:

3rd Quarter Library Use Statistics: A copy of the statistics will be provided at the Library Commission meeting.

Update on the Status of CIS Round I and CIS Round II: An update on the status of Round I CIS will be provided at the Library Commission, pending results of the November 1, 2011, municipal election. At this time, the department’s CIS Round II slide presentation is under review by the CIS Work Group. We will be making our presentation on November 7, 2011, at the Muni Building, Main Lobby at 6:00 pm. Commissioner Sawyer will be the Library Commission representative to answer questions and provide Commission feedback.

Update on Status of Coffee Vending Machine: The purchase of the machine is in our finance office and we are moving through the purchasing process. We are also setting up an agreement with JJ’s Vending, which will supply and maintain the machine.

Update on the 2012 Budget: The Boulder City Council approved, unanimously, the 2012 budget on October 18, 2012. The Boulder Library and Arts Department budget for 2012 is \$7,863,051. This is an increase of \$301,067 from 2011. The 2012 budget funds are as follows:

\$7,319,967 – General Fund

\$543,084 – Library Fund

Status of recruitment for Assistant Library Director: The vacancy announcement was posted internally (Library and Arts Department) on October 25, 2011, and closes on November 3, 2011. A copy of the vacancy announcement was emailed to the Library Commissioners on October 25, 2011. An update on the recruitment will be provided after November 3, 2011, when resumes are due.

Update on the Status of the Wilderness Place Project: On October 4, 2011, the Boulder City Council unanimously voted to authorize the City Manager to disburse \$960,292 of the City's Educational Excise Tax to support the purchase of a property for the Wilderness Place project, a center to provide comprehensive services related to early childhood development, and, in connection thereto, enter into a shared appreciation loan agreement to secure the City's investment in this property. The Acorn School, the lead agency in this collaborative will close on the property in December 2011. The Acorn School also received \$700,000 in Worthy Cause funding from Boulder County. The Boulder Public Library will be providing outreach service to the Wilderness School when it opens in 2012.

At the October 4, 2011, City Council meeting, supporters of the Family Learning Center, including Director, Brenda Lyle, spoke on behalf of that organization and their long-time service in the field of early childhood development and family assistance. City Council members discussed options as to how the remaining Education Excise Tax funds, approximately \$200,000, could be disbursed among other community agencies. In the next few weeks will be contacting the Family Learning Center to explore BPL outreach opportunities.

Library and Arts Department "Successes": Please find listed below, a selection of "Library Successes" to share:

- Circulation of Nooks – BPL will be circulating Nooks to patrons. The Nook collection, consisting of 24 devices, (12 at Main and 6 at Meadows and Reynolds), will be pre-loaded with a selection of best-seller titles. The Nooks will checkout for three weeks. The library is collaborating with Barnes and Noble on this new service.
- Freegal Downloadable Music – BPL will be offering its patrons access to Freegal, a free downloadable music service. Patrons will be able to download a set number of songs each week. Other libraries providing this music service are: Denver Public Library and Douglas County Libraries.
- BoulderReads! Celebrates its 25th Anniversary – On October 14, 2011, BoulderReads! celebrated its 25th anniversary. Many of the BoulderReads! graduates and family members attended the event, which featured a film presentation on the successes of the program over the past two decades. The film is available to view at <http://www.boulderreads.org/>. This program was sponsored by the Boulder Library Foundation.
- Boulder Ranked 5th in Amazon's 20 Top-Ranked Best-Read Cities – The City of Boulder was recently as the country's fifth best-read city, according to Amazon.com. It's no secret, readership is up. The library circulated almost 1.4 million items and patrons placed 180,000 holds in 2010.

- BoulderReads! Leads the Way in GED Testing – In 2011, the BoulderReads! program facilitated over 500 GED pre-tests. Test-takers traveled from as far as Carbondale to use our services because of convenient times offered and our reputation.
- BPL and Parenting Place to Collaborate – Thanks to a newly formed collaboration with the Parenting Place, a local non-profit agency dedicated to providing wrap-around services to families and children, presentations by the State of Colorado’s “Bright Beginnings” early childhood learning initiative, will be made on a quarterly basis to our storytime families. In addition, library staff will visit the Parenting Place to share information about BPL services and programs.

Library Commission 2012 Application Review: The City Clerk is asking The Library and Arts Department and the Library Commission to review the current Library Commission application (a copy of the application was included in your meeting packet). Commissioners are being asked to provide feedback on the current application and offer any suggestions for new questions to be added to the 2012 application.

Matters From the Commission

Commissioner-Staff Communication: Open communication between Library and Arts Department staff and members of the Library Commission is paramount and the norm. As the Library and Arts Director, I am held accountable, and thus am responsible for insuring that information is accurate, timely, consistent, and open. To best facilitate and foster communication between staff and members of the Library Commission it is important that I be informed of, or, included in these meetings and discussions. My door is always open, to staff, and, to the Library Commissioners.

Patron Correspondence – Mr. Richard DeMuth: Library patron, Richard DeMuth, was suspended from the Boulder Public Library for seven days, effective September 19, 2011. The reason for his suspension was “Harassment of Another Person” (Library Rule 3). This occurred on September 14, 2011, when Mr. DeMuth verbally assaulted librarian, Beth Armstrong. Mr. DeMuth was given special consideration to appeal his suspension, in person, rather than in writing, on September 21, 2011. He failed to appear. Mr. Demuth has made repeated demands of staff to increase his computer use time, and, to modify settings on the library’s public access computers. This is contrary to library policy. At this time, Mr. DeMuth may use the library, providing he abides by all library use policies.

Dear Commissioners,

During the discussions about the CIS Round 2 proposed project at the October meetings, a couple of you raised questions about the status of the work currently being done to the Carnegie Library and the CIS round 2 proposed project Library-Carnegie Branch, Repair Masonry. Below is an excerpt from pg 28 of the 2009 Facilities Sustainability Study which has been annotated to show whether each item is part of the current work, the CIS round 2 proposed project, or neither.

The Carnegie library has received a \$170,945 grant from the State Historical Fund for exterior rehabilitation. This funding is to be matched by 35% matching funds from the City of Boulder for a total project budget of \$262,997. The scope of work includes the following:

1. Install underground drainage for foundation protection. (Expected completion 11/2011 as part of the current work)
2. Replace the deteriorated concrete entrance steps with a historically appropriate design. (Completed 2011)
3. Masonry repairs as described in the HSA. (Completed 2011)
4. Installation of a fire alarm system. (Completed 2011. Please note that this is a detection/alarm system and not a fire suppression system.)
5. Widening the accessible entrance ramp and adjusting its slope. (Completed 2011)
6. Rust removal and repainting of exterior steel components. (Completed 2011)
7. Replacement of the EPDM membrane at the top of the cornice to reduce the visual impact of the drip edge. (Expected completion 11/2011 as part of the current work)

Upon completion of this work, the following issues (as identified in the Historic Structure Assessment) will remain:

1. Brick & stone site walls are deteriorated. (Included in the CIS Round 2 proposed project)
2. There are voids in the crawlspace brickwork that should be filled and mortar joints that need repointing. (Included in the CIS Round 2 proposed project)
3. The stone cornice should be re-flashed to improve drainage. (Included in the CIS Round 2 proposed project)
4. The brick parapet has deteriorated. While it is currently protected by sheet metal flashing, the HSA recommends repairing the parapet and installing a stone cap to match the original. (Included in the CIS Round 2 proposed project)
5. The wood windows and trim need repainting. The HSA recommends matching the original ivory/tan color as documented in historic photographs. (Not yet scheduled as part of any current or future project)
6. The pine flooring in the main reading room was patched with oak. The HAS recommends refinishing the floor and replacing the patches with pine to match the original. (Not yet scheduled as part of any current or future project)

There are no operating costs associated with the CIS round 2 proposed project Library-Carnegie Branch, Repair Masonry. The amount on listed on the draft project description was an error.

I hope that you find this information useful. Please let me know if you have any other questions regarding these projects.

Regards,

Valerie

2011 Boulder Public Library Statistics
Through September 30, 2011

	2011				YTD Comparison		
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2011	2010	% change
ALL CIRCULATION							
Main ¹	262,463	260,042	260,178	0	782,683	779,110	0.5%
Reynolds	44,124	45,026	44,429	0	133,579	124,594	7.2%
Meadows	40,862	42,520	42,360	0	125,742	118,385	6.2%
Total	347,449	347,588	346,967	0	1,042,004	1,022,089	1.9%
CHILDREN'S CIRCULATION							
All libraries	105,392	108,755	113,556	0	327,703	308,073	6.4%
MATERIALS SPECIAL REQUESTS							
HOLDS & Prospector Requests- filed by BPL Items ²	41,334	39,578	40,511	0	121,423	106,303	14.2%
Prospector - Items requested from other libraries in Prospector	9,023	6,643	7,320	0	22,986	24,474	-6.1%
WALK-IN VISITORS							
Main	175,083	184,473	187,729	0	547,284	549,160	-0.3%
Reynolds	33,002	32,643	38,956	0	104,600	101,646	2.9%
Meadows	30,009	30,932	29,764	0	90,704	92,219	-1.6%
Carnegie	784	1,184	1,036	0	3,004	3,392	-11.4%
Total	238,877	249,231	257,484	0	745,592	746,417	-0.1%
DIGITAL BRANCH USE							
Library website visits	200,696	201,061	208,280	0	610,037	603,055	1.2%
Arts website visits	4,427	3,286	3,953	0	11,666	14,154	-17.6%
Total	205,123	204,347	212,233	0	621,703	617,209	0.7%
Informational database sessions ³	51,246	38,083	32,809	0	122,138	124,795	-2.1%
Reference Questions	24,959	24,446	23,968	0	73,373	72,185	1.6%
PUBLIC EVENTS & PROGRAMS							
Total Attendance	17,528	18,786	16,322	0	52,636	42,746	23.1%
Total Events & Programs⁴	630	652	582	0	1,864	1,777	4.9%
Individual tutor/training sessions⁴	849	880	803	0	2,532	2,403	5.4%

1. Overdrive downloadable item circulation was included beginning in 2010.

2. Overdrive downloadable item holds were included beginning in 2010.

3. In 2009, the number of informational database offerings decreased due to cuts of nearly \$1 million to the statewide database package offered through the Colorado State Library.

4. Individual tutor/training sessions are tracked separately beginning 2010.

