

Boulder Public Library Commission

January 3, 2011

Meadows Branch Library

Conference Room

5:30 p.m.

AGENDA

Call to Order

Approval of Minutes

Public Participation

Welcome to Celeste Landry

- Swear in new commissioner

Matters for the Library Director Hiring Process

- Development of Commission recommended interview questions using Lominger competencies identified at the November meeting - facilitated by Eileen Gomez, Human Resources Director (45 min)
- Select Commissioners to participate in Library Director interviews (10 min)

Matters from the Director & Staff

- Follow up information requested at the December Library Commission meeting

Matters from the Commission

- Motion to approve Commission's Goals for 2011 to be submitted to the City Manager and Council
- Discussion about meeting scheduled with the City Manager to discuss Library capital and operating needs and the .38 sales tax.

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Adjournment

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Draft 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 & STAFF

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 she found the choices of downloadable titles slim with Overdrive, and did not think that theirs was a good licensing model.

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 Commission.

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.

ADJOURNMENT

The meeting was adjourned at 9:05

DRAFT

DRAFT

January 5, 2011

To: Jane Brautigam, City Manager
Boulder City Council

From: Boulder Public Library Commission

Subject: Library Commission Goals 2011

On Monday, January 3, 2011, at the Library Commission meeting, the Commissioners agreed by vote on three goals that the City Council could best support us in achieving. These goals are as follows:

Stable, Long-Term Library Funding. The Commission will continue working to obtain stable, long-term library funding, based on budgetary needs, through a request to the City Manager and/or Council, desiring that the library retain all or part of the library bond portion of the .38 city sales tax. This goal may also include working in cooperation with library staff to research and evaluate other funding options, if needed, upon which the Commission may make a recommendation.

Limited-Service Options for North Boulder. In response to a request by Council at the joint study session on September 14, 2010 the Library Commission has decided to work in cooperation with library staff to obtain information on the full operating and capital costs for implementing limited library services in North Boulder, and based upon this information, to allocate or pursue funding for implementation.

Capital Improvements for the Main Library. The Commission will work in cooperation with library staff to further refine the program plan and cost of capital improvements recommended for the Main Library in the 2007 Library Facilities Sustainability Study, and based upon this information, allocate or pursue funding for implementation.

Sincerely,

Nadia Haddad
Chair, Boulder Public Library Commission

December 29, 2011

To: Boulder Public Library Commission

From: Jennifer Miles, Interim Library & Arts Director

Subject: Follow-up on Information Requested at the November 22nd Library Commission Meeting

This memo provides a summary of information requested at the Nov. 22, 2010 Library Commission meeting.

1. Library Director Hiring Process.

Commissioner Sawyer asked about the cost of using a professional recruiter to conduct the search and initial screening of applications for the Library Director position.

The cost of Peckham-McKenney's services will be \$6,500, to be paid from the Library budget.

2. Budget Process Update.

Commissioner Sawyer asked for an update on the budget process.

Not unlike the Library, the City's Budget Office is also in transition, as several of its staff members are eligible for retirement. Since Dec. 1, 2010, a Budget Transition Team comprised of City employees in finance and budget related positions has been in place to assist in the development of the 2012 City budget.

David Mallett, Finance and Class Systems Specialist for the Parks and Recreation department, has been assigned as the Library's Budget Transition Team Liaison. David will be dividing his time between Parks and Recreation and the Library. David, Kathy Janosko, the Library's Finance Assistant, and Jennifer Miles will be working together during the next six months on Library budget matters.

Commissioner Sawyer also requested information about potential salary savings in the 2010 Library budget.

One percent of the Library's budget (\$62,400) was remitted to the General Fund as part of a City-wide reduction to the 2010 budget. The remaining salary savings has been applied to the cost of employing temporary substitute staff and to pay current staff in acting roles.

In December, an additional \$50,000 from salary savings was allocated to the Facilities and Asset Management Equipment Replacement Fund for the replacement of the automated materials handling system at the Main Library and for implementing a Radio Frequency Identification system in all Library facilities.

4. Library Café Project.

Commissioner Sawyer asked for an update on the Library café project.

Recently, support was requested from the Facilities and Asset Management (FAM) department staff to help review the original plans for the café because the construction estimates came in significantly higher than what the Library and the café vendor had to contribute. FAMs input is likewise necessary because it was discovered part-way through the process that existing water/drainage lines could be modified to serve the future café. With FAMs assistance, a determination will be made as to whether the project can be scaled back to come within the budget, as well as to assess other available options for bringing café services to the Main Library. More information about this project is expected to be available later in January.

5. Boulder Public Library Logo.

Commissioner Sawyer also requested an update on the Library logo.

This project is important and will be given priority very soon. It's not so much a budget issue as it is an issue of available time to dedicate to it. Right now, much of the relevant staff are covering more than one position, and cannot spare the time to work on this. If estimates were solicited at this time, they would likely expire before any considered decisions could be made about them.

6. Interim Library Leadership Team Members.

Commissioner Sawyer asked when the Commission could meet with the Interim Library Leadership Team.

The managers serving on the Interim Library Leadership Team will be asked to make themselves available to meet the Library Commissioners at the Feb. 2, 2011 meeting.

Miles, Jennifer

From: Brautigam, Jane
Sent: Monday, January 03, 2011 12:08 PM
To: Haddad, Nadia; Fuqua, Sam; Mitchell, Annette; 'chlandry@earthlink.net'; Sawyer, Anne
Cc: Fetherston, Paul; Miles, Jennifer
Subject: Library Director

Dear Library Commission members,

It is my understanding that at the last meeting of the Library Commission, a request was made for a response from the City Manager's Office regarding the (1) the qualifications in the revised job description for the Library Director; and (2) the commission's role in the development of a revised job description. As there is a special meeting of the commission this evening, I want to respond to your inquiry with the following information.

Revised Job Description Qualifications

The recruitment and job description for the position of Library Director are important components in hiring the right person. The revised job description is focused on seeking a professional who has managerial experience in a complex organization; is good under pressure; works well with others; is a strategic thinker; is willing to put the necessary time in with the community; and has experience in developing a visionary and skilled staff, along with a variety of many other important qualities and competencies.

As I understand the concerns expressed, some would have preferred that the educational qualifications listed as "Desired Qualifications" should have been included under "Required Qualifications." While I understand the concerns, the distinction between "required" and "desired" qualifications is small indeed, especially given the comprehensive nature of the description. On behalf of the library and the community, we are looking for the best Library Director Boulder can possibly get - and I strongly believe the revised job description and process is designed to do just that.

As the process continues, there will be time to make absolutely certain that the candidates' skills in the substantive areas of library and information sciences are top notch. At the initial stage of the process in writing the job description, however, best practices demand that the city cast a wide net and attract candidates who have courage, strategic agility and development capabilities.

Everyone agrees that the City of Boulder deserves a Library Director who matches the energy and passion of Boulder. While there were many samples of generic job descriptions the city could have copied for this position, I am not certain that such an effort would necessarily secure the best and most appropriate candidates. Boulder prides itself on being progressive and as such should think outside the box and tailor its job descriptions to each individual situation. That is what occurred here. As I said in the update I provided earlier today, the city has received very strong applications, and I am confident that we have a solid and exciting group of semi-finalists from which to choose.

Commission's Role in Job Description

The question of the role of the commission in developing a job description is essentially a legal question requiring a review of the city's charter. In an effort to address this question, the City Attorney's Office was consulted. It is my understanding that the City Attorney's Office has addressed similar questions in the past, and I encourage the commission to contact the City Attorney's Office if there are remaining questions or concerns after I provide this explanation.

The role of the City Manager is defined in Section 63 of the City Charter. In Section 63(b), the City Charter specifically provides that the City Manager shall have responsibility for the hiring and termination of employees, including