

ALBANY COUNTY PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE RECONVENED MEETING OF JUNE 28, 2011
AND THE REGULAR MEETING OF JULY 26, 2011

The Albany County Public Library Board of Directors met on Tuesday, July 26, 2011, in the library's basement meeting room. Directors present were Antonio Bendezu, Terry Callaghan, Suzanne Harris, Rebecca Roberts, and Diana Shelton. Also present were Paul Heimer, Executive Director, Albany County Public Library Foundation, Inc.; Deb Kassner, staff representative; Amy Pearce, FOL liaison; and Susan Simpson, Albany County Librarian. Albany County Commissioner Tim Chesnut arrived later.

PUBLIC HEARINGS: Chair Antonio Bendezu called the public hearing on the proposed FY12 budget to order at 5:04 p.m. There being no public comment, he adjourned the meeting and called the public hearing on the proposed policy on unattended children and adults in need of supervision to order. There were no public comments, and the meeting adjourned.

JUNE MEETING: Bendezu reconvened the June meeting to order at 5:05 p.m. Rebecca Roberts moved and Diana Shelton seconded approving the final June vouchers as presented in the amount of \$3,596.08. Bills included books, parking lots cleaning, Qwest, Source Gas, supplies, and advertising. Motion carried. Terry Callaghan moved and Suzanne Harris seconded the meeting adjourn at 5:06 p.m. Motion carried.

JULY MEETING: Bendezu called the regular July meeting of the library board to order at 5:06 p.m. There was no public comment. Those present introduced themselves to Deb Kassner. Callaghan moved and Harris seconded approving the consent agenda as presented:

- Partial Minutes of the Regular Meeting of June 28, 2011
- June and Year End Statistics
- June and Year End Revenues and Expenditures
- June Balance Sheet

Motion carried.

WRITTEN REPORTS: County Librarian Susan Simpson reported that the envelope work is complete though advertisement for substantial completion not yet approved, the boiler is almost finished with final testing to come in several weeks, and the State Land and Investment Board would be meeting Thursday, August 4, at 8 a.m. in Cheyenne. Directors had questions about large print expenditures, adult programming, meetings and story times in May. They also asked about applications for the Adult Services Manager position (17), corporate sponsorships, asphalt donation, and Chris Garnhart, the former staff member who died in Illinois this month. Print management problems continue.

Paul Heimer had nothing to add to his written report.

ORAL REPORTS: Deb Kassner reported that the staff hoped that they would be moved to the step levels they had missed in years when there were no raises. She also reported that the staff was happy with the new lights.

Simpson reported on the foundation board meeting, which Harris had been unable to attend. The foundation board is planning a retreat; Simpson asked that the library board be included. Heimer reported that he was interviewing for the position of Executive Director, United Way of Albany County.

Amy Pearce reported that the Friends had not met since April. The April sale garnered about \$5,250. More volunteers are working on Tuesday mornings.

Roberts moved and Callaghan seconded approving the vouchers as presented in the amount of \$10,605.41. Earlier online payments to ACPE for Visa charges, Bresnan, FSH Communication, KONE, Qwest, Rocky Mountain Power, Source Gas, and Total Funds by Hasler were included. The library has added Bresnan as a redundant provider. Terminex comes April-October. Motion carried.

FY12 BUDGET: Simpson presented a revised budget with income and expenditures totaling \$1,069,917. Kassner suggested the Adult Services Manager job be divided into several positions. Simpson replied that building projects should be completed this year. Since only one person had held the position, it wasn't clear yet how time consuming the responsibilities were.

The budget included paying the balance of the ACPLF loan, health insurance increases of 7.9%, IT support from the county and a full time IT technician, increases in reserves, position upgrade for the assistant bookkeeper, additional hours for a substitute floater and a supervisor, and a 2.5% COLA and 1% step increase with longevity pay for people working 6 years or more. There are no additional hours open to the public. Roberts moved and Shelton seconded approving the budget as presented. Motion carried.

UNATTENDED CHILDREN AND ADULTS IN NEED OF SUPERVISION: Harris moved and Roberts seconded approving the following policy as presented:

- 1) **Children eight (8) years of age and younger** must have a parent/guardian or a person authorized by the parent/guardian to supervise the child *in the immediate vicinity of or in visual contact with the child.* A non-parent/guardian caregiver must be at least sixteen (16) years of age and carry emergency contact information for the child's parents/guardians.
- 2) **Children nine (9) years of age and older who carry emergency contact information for their parents/guardians** may use the library on their own. Parents are responsible for the behavior of their children in the library, whether or not the parent or an authorized caregiver is present. If a child fails to carry emergency contact information, the parents shall be notified that further violations of this policy may result, at the sole discretion of the library, in a suspension or revocation of library privileges.

- 3) **Children thirteen (13) years of age and younger who do not have transportation home at closing time** will be asked for contact information so that library staff can contact a parent/guardian. The parent/guardian will be asked to pick up the child immediately and informed that future incidents may result, at the sole discretion of the library, in a suspension of library privileges for the child. **Under no circumstances will a staff member give a child a ride home or take the child outside the building to wait for a ride home. If the parents/guardians cannot be contacted within a reasonable time, the staff may call the police for assistance.**

- 4) **Children 14 and older without transportation at closing time** will be assessed and handled at the sole discretion of library staff based on maturity.

An up to date library card is an acceptable substitute for emergency contact information.

Motion carried.

ELECTION OF OFFICERS: The following slate was nominated and elected:

Chair: Antonio Bendezu
Vice Chair: Terry Callaghan
Secretary Treasurer: Rebecca Roberts
FOL Liaison: Diana Shelton
ACPLF Liaison: Rebecca Roberts.

Heimer added that he expected the electronic message board to cost about \$27-\$28K. Tim Chesnut reported that the library/civic center will be a stop on the proposed bus route.

The meeting adjourned at 6:35 p.m.

Respectfully submitted,

Susan M. Simpson
Secretary pro tem