

Manitou Springs Public Library
Board of Trustees Minutes
January 11, 2011

I. Call to Order

- a. Meeting was called to order at 5:35 PM, Potluck following meeting
- b. Attendees included:

- Roger Armstrong - President
- Mark Straub - Vice President
- Andrea Marko - Secretary

- Joy Maples - member
- Rob Danin - member
- Susan Leider – member
- Margaret Morris - Library Director

II. Corrections and Approvals of Minutes

- a. Minutes for December 2010 were not available for approval

III. Corrections and Modifications to Agenda

- a. Added to Old Business topics:
 - 1. Minors in Library unattended
 - 2. Temporary Sub Process
 - 3. PPLD Status
- b. Added to New Business topics:
 - 1. Updating of By-laws
 - 2. Sales Tax
 - 3. City Closures
 - 4. Recycling
 - 5. Liaison

IV. Public Comments

- a. Comments Requested – zero submitted

V. Old Business

Minors in Library unattended

Margaret explained current boundaries for minors. The current rules are that minors can be alone in the library at 7 years old and older, alone. Discussions ensued about how staff has been inundated with calls for children there, and that no information may be dispersed as this would violate confidentiality laws. Additionally some parents are said to treat the library as their personal day-care. Joy raised the point that she would rather they were at the library then alone somewhere else. We mostly agreed that this is a sticky subject; however, at this time no changes to the current policy were advised or recommended.

Temporary Sub Process

At the previous BOT meeting Rob requested this subject be added to the agenda for two reasons. He was interested in what process there is for substituting staff should the need arise due to unforeseen absences. Additionally, Rob was interested in whether or not a Board member could be a substitute or if there is a conflict of interest. Most said they believe that there is not a conflict of interest. Andrea raised the issue that she believed there is a conflict in regards to the power/confidentiality that person could wield over the general public when advising the library regarding rules and regulations. Margaret was tasked with taking this subject to the city for further clarification.

PPLD Status

Margaret gave background information on past happening with the PPLD. She explained that the library had a chance to become part of the PPLD. Discussions had already occurred with the City Council through the Friends of the Library in regards to this opportunity. There would be other opportunities through other avenues for the Library in potentially forming a district, attaching ourselves to another district, or remaining part of the City of Manitou. All but the last option would require a mill levy for the citizens.

VI. Director's Report

Staff member Megan Le Furge resigned. Kimberly Kahn was hired to replace Megan. Wendy Cupit has a Holiday program. Joy Maples was appointed to the Board by the City Council, replacing Ken Farmer. The BOT is still seeking a

replacement for Tracy Brogan who will remain until replacement is found. Library hosted Time capsule ending the Centennial events.

VII. Treasurer's Report

a. There is \$2787.78 in the City account and approximately \$2500 in the Friends account totaling \$5287.78

VIII. Friends of the Library Report

Laura hosted a potluck for the Friends Board on 12/20. No formal business conducted. Next meeting January 17th, 5:30 Black Cat Books.

IX. New Business

Updating of By-laws

It has been raised again that a Treasurer is not allowed to be a formal position on an Advisory Library Board for the State of Colorado. Therefore, our By-laws would have to change to reflect this rule. The Treasurer position would be struck from the By-laws and Margaret would take this to the City Council for approval. A motion was made by Rob to have Margaret take this before City Council to strike the treasurer position from the By-laws. Suzan seconded this motion. It was unanimously voted for the removal of this position.

Sales Tax

It was brought to the Board by Margaret that any items sold by the Board would need to collect sales tax. Mark reminded us that we give all monies we collect from items goes to the Friends of the Library, who are a not -for-profit entity; and therefore, this would fall under their umbrella making this would be a moot point. This was agreed upon and Mark was tasked with taking this issue to the next Friends meeting to be sure the understanding is the same.

City Closures

Margaret informed the Board that two incidences occurred between the Library and the City where the Library was not informed or notified of two events, which impacted them. The first was an appreciation party for the City Employees, held at the Stage Coach, which offered an early city closure. The other occurred on an early Closing of Manitou due to a snow storm, and the Library found this out by sheer coincidence, after the city had already closed down. Margaret expressed her disappointment and hurt that the Library seems to not be treated the same as other city employees. A phone tree was suggested. Margaret would talk to Michael (her supervisor) and discuss a solution and bring to next meeting.

Recycling

Rob brought up the issue that he noticed that recyclable materials were not being recycled at the Library. It was brought up that city does have recycling and that we just needed to get this information for the process. Rob has been tasked with finding out the processes from the City with Margaret's help.

Liaison

It was discussed whether we had to appoint a new liaison to the Friends of the Library for the next year, but Mark agreed that he would continue to do this for another year.

XI. Next Meeting – February 8, 2011; 5:30 PM

XII. Adjourn Meeting

a. Meeting was adjourned at 6:45 PM