

Manitou Springs Public Library – Minutes Approved on May 10, 2011  
Board of Trustees monthly meeting  
April 12, 2011

Board Members present:

Rob Danin  
Roger Armstrong  
Suzy Leider  
Mike Gerbig, City Council Liaison  
Joy Maples  
Marc Straub

Staff present:

Margaret Morris

Chairman Armstrong called the meeting to order at 5:35pm.

Margaret noted that it was volunteer appreciation week and that the staff had gifts for the board members. It is also National Library Week. The library is celebrating with an Easter basket full of chocolate kisses for patrons and guests of the library.

First order of business was approval of the agenda. There were changes made to the evening's agenda including the following:

Under New Business A. and B. were moved to old business. The revised New Business was as follows:

- a. Social Media Document
- b. Library Conference – Steamboat Springs
- c. Storage Units Key Authorization

Under Old Business:

- a. Approval needed for PPLD Letter for CC
- b. Labor Day Book Sale Resources
- c. By-laws update (NOTE:I had fixed them and I thought OK'd by board to take to City Council, which I'm doing on Tuesday.)
- d. Status of Library Sub Process
- e. Library Recycling Program

Rob moved to accept the revised agenda. Joy Maples was the second. So moved with no objections.

Chairman Armstrong entertained a motion to approve the January minutes as written. Rob moved with Suzy as the second. Rob noted several discrepancies in terms of the by-law revision including: after the document was revised in January it should have said that it would return to the board of trustees for a vote at the Feb.

meeting; in terms of all the references to treasurer being removed. Margaret noted the changes and will make the proper adjustments. Chairman Armstrong called for the question. The minutes passed as revised with no objection.

Margaret introduced the policy letter for Facebook/Social Media. There was much discussion regarding the policy that was drafted and passed out to all board members. Mike noted that on the issue of termination of employment, the library would have to have the same policy for discipline/termination as the city has so to make a note of that when passing on to City Council. There was agreement that numbers 2,3 and 4 could be combined. Margaret noted the similarities and combined 2 and 3 and eliminated 4. Rob had several suggestions/questions including adding the words "see below" to the first paragraph, checking on the city policy issues for number 2. Changing the words "separation of employee" to "termination of employment, and to add "Facebook User" to the disclaimer title. Also it was suggested to remove the word "user" from the first paragraph. The revised policy letter, which will be forwarded to legal at City Council, was moved to accept as revised by Rob with Marc as the second. There was no objection and the policy passed with the resulting action being to run it by City Council.

Margaret presented her request for funds in the amount of \$362.83 to travel to Steamboat Springs for a library conference. Marc moved to endorse the amount with Suzy as the second. There was discussion about the role of the Board of Trustees in relation to money and monetary requests. The question was asked if this item should not be a Friends of the Library request. It was decided that it would remain a task of the Trustees as an endorsement to the Friends to reimburse Margaret the expenses not to exceed \$362.83

The library received two letters regarding the two storage units that the library maintains to store the books for the annual book sale. Margaret needed action on the letter, as it required a signature, allowing the storage unit staff to supply a person with a key to allow them access to the units. Again, there was discussion about billing issues being moved to the Friends. Suzy, who was one of the original signers of the contract volunteered to sign both letters allowing for the access and the issue was settled.

Rob wanted to make sure that there was always an agenda item on the board of Trustees' agenda for Friends of the Library business. It was pointed out that Margaret always has a section in her report that talks about the business of the Friends, but Roger noted that he would make sure there was a bullet on the Trustee agenda for Friends of the Library.

Next, Margaret submitted the letter that was also emailed last week for the ongoing discussion between the Manitou Springs Public Library and the Pikes Peak Library District. Joy Maples moved to accept the letter as written with Suzy as the second. There was discussion. Rob was uncomfortable with the last paragraph and felt that it was "leading" and editorializing. There was more discussion with Mike indicating

that all it meant to him was that we were leaving the door open to discussion. The question was called. Rob was the only dissenter and opposed the letter as drafted.

Roger brought up the upcoming Labor Day Book Sale and felt that there would be a need for additional help to ensure that the event was set up and ready for patrons. Mike offered to help, as did other members of the board.

On to old business with the first item being the status of the library sub process. Rob asked about the sub-process, and whether or not this process was meeting the expected outcomes. Both Margaret and Nick had positive affirmations and Margaret indicated that the position was posted and filled.

Rob asked how the recycling program was doing at the library. He inquired as to the compliance by staff and patrons. Margaret felt that the program is doing all right. Rob asked if a sign could be posted at the water dispenser to indicate that the cups should be deposited in the recycle can. Rob was asking if there could be greater public/staff awareness of this program? Margaret would look into this.

To wrap up the meeting, Margaret introduced the new board member who will replace Tracy. Andrea Barry was unable to attend, but will fill the seat that belonged the Tracy. There was discussion as to why the term was ended in January 2013 and why not the month that is it. Margaret said that Kari Kilroy said that all seats would rotate in/out in January. That is the standard that the city is using.

Rob commended Margaret for her willingness to help graduate students and interns to fulfill their school requirements.

The meeting was adjourned at 7:26 pm