

DOUGLAS COUNTY LIBRARIES

Board of Trustees Meeting

March 20, 2008

Philip S. Miller Library

Castle Rock, CO

President Strain called the meeting to order at 7:00 PM

The following were present:

TRUSTEES: Stevan Strain, David Starck, Mark Weston, Barbara Dash, Bob McLaughlin

STAFF: Director Jamie LaRue, Art Glover, Mary Tweden, Dorothy Hargrove, Sharon Nemechek, Patt Paul and Aspen Walker.

GUESTS: Board-recommended Trustee candidates, Demetria Heath and Amy Hunt, and Auditor, Wendy Swanhorst.

PUBLIC: None.

CONSENT AGENDA:

Approved – Minutes February 21, 2008.

Accepted – Financial Statements February 2008.

STANDING COMMITTEE REPORTS

Buildings and Grounds Committee – no report.

Bylaws and Policies Committee – no report.

Finance Committee – Annual audit report. Swanhorst stated that there were no concerns and that the district has a healthy fund balance and is in good stead with its financial processes and reporting. Swanhorst cited this as a credit to the work Tweden and her department does.

Strain asked Swanhorst if she anticipated any problems with the economy turning down. Swanhorst said that future problems were possible, especially if assessed values go down.

LaRue noted that in a recent meeting with the County Assessor, he learned that there is currently a lag in residential construction, but that commercial construction has remained steady.

Weston commented that while the minutes from the Manager's Retreat predict a 5% increase in population in 2008, he has heard a County Commissioner remark that the County's population may actually decrease, and that such a decrease would be historic, given the County's growth over the past several decades.

McLaughlin, in the context of the statement about "intended user" in the draft management letter asked if there would be any problem with making these financial statements public. Tweden and Swanhorst stated that there would be no problem with this.

Dash asked if there are any contingencies built into the financial planning, as we move forward, in case there is a change in revenue income or investment income. Swanhorst remarked that she has seen a lot of governmental agencies calling their bonds early. Tweden replied that the district has a healthy balance, with \$14 million in funds, and that there has not been reason, as of yet, to address possible contingencies. McLaughlin remarked that none of the investments are long-term, they are set at thirty days, sixty days, or six months, and do reflect current interest rates.

Strain thanked Tweden for her assistance.

MOTION 08-03-01: McLaughlin moved and the motion carried unanimously to accept the audit report and the management letter. (Copy attached to the official file of these minutes.)

ADP Time and Management Software Contract. Tweden noted that this would be an add-on module to the services we already receive from ADP, which include payroll and HR software. The addition would include automated timesheets, enabling staff to input their work time directly; the information will then be approved by their supervisor. This process will eliminate math errors on paper timesheets, and save staff time. The exact mechanism for input has not been determined. While a PC is the most likely option, alternatives include a machine that reads handprints, or a traditional time clock.

LaRue noted that the current method of reporting requires an immense amount of time and overhead, and that even with the increase in cost, it will be cheaper than to bring this process in-house.

Dash asked Tweden if she was comfortable with ADP's data security. Tweden replied affirmatively. LaRue added that the data is stored on servers, and not on individual computers.

Starck reported that Red Rocks Credit Union is satisfied with ADP's services.

Strain noted that hand lotion can be very taxing on fingerprint/hand reading machines. McLaughlin added that he has given up on fingerprint readers. Tweden noted that the option would scan the entire hand, and not just one fingerprint.

MOTION 08-03-02: McLaughlin moved and the motion carried unanimously to approve and sign the ADP contract. (Copy attached to the official file of these minutes.)

Government Relations Committee – Strain commented that Commissioner Board recently asked him to speak on his behalf at the recent county assembly of the Republican party; Strain addressed the topics of libraries and culture.

Long Range Planning Committee – The Long Range Plan will be analyzed at the April Board Retreat. Weston commented that the Manager's Retreat yielded great ideas from staff. Strain asserted that the Trustees should revisit the mission and vision statements at the Retreat.

Personnel Committee – Deferred until the end of the meeting, for executive session surrounding Executive Director's evaluation and contract renewal.

## LIBRARY DIRECTORS REPORT

*Partnership of Douglas County Governments.* LaRue reported that Priscilla Queen presented a proposed resolution for the Partnership to recognize and endorse the Douglas County Early Childhood Coalition. Weston commented that he is suspicious of anything that is funded by monies from another area, in this case the State of Colorado. His worry was that the outside governing body may try to exert control at the local level. LaRue commented that the Coalition has been in existence for twelve years in Douglas County, and that the new funding (for a

paid coordinator), comes from the Colorado Department of Education. LaRue noted that if the funds dry up, the position will be terminated, but the Coalition will continue to act on a local level, on a volunteer basis. Weston asked if the Partnership had been asked to contribute funds to the Coalition. LaRue replied that they had not, and that it was refreshing to note that the funding was coming from elsewhere. LaRue pointed out the Coalition is seeking recognition and endorsement from the Partnership of Douglas County Governments. Such an endorsement would better enable the Coalition to apply for grants.

LaRue also discussed Commissioner Worley's effort to establish a subcommittee, consisting of elected and appointed officials, to coordinate civic engagement efforts and processes. LaRue recommended that Dash serve on this subcommittee, and the Board agreed.

Similarly, LaRue outlined the Partnership's efforts to establish a subcommittee, consisting of elected and appointed officials, which will address sustainability in Douglas County. The committee will look at staff recommendations; identify best practices, and set benchmarks and identifiable goals for a county-wide green practices agenda. LaRue hoped that one of the Trustees would volunteer to serve on this subcommittee, and identified Weston as a possible candidate, given his interest in the subject. Weston will look at his schedule and deliberate. The Trustees will identify who will serve on this committee at the Board Retreat.

*Other.* LaRue introduced the new Executive Assistant, Aspen Walker.

LaRue praised Mary Tweden for the successful audit.

Weston remarked that the monitoring report discusses a new website and catalog product, projecting rollout in the first quarter of 2008. He hoped that the new catalog will be much easier to search. LaRue commented that it will be much improved, and that the addition of Aquabrowser will allow patrons to customize and control their search experience. He also noted that the new website will allow for blogs and community forums.

DOUGLAS COUNTY LIBRARIES FOUNDATION: Starck reported that the Foundation ended the year with \$270,000 in funds.

PERSONNEL COMMITTEE. DIRECTOR'S ANNUAL EVALUATION.

Weston stated that the Personnel Committee met on March 6, and had a recommendation to bring to the Board. Weston, Strain, Art Glover, Jan O'Connor and Aspen Walker were in attendance at the meeting.

Motion 08-03-03: Weston moved and the motion carried unanimously by roll call vote to enter into executive session for the purpose of discussing the personnel matter of Library Director, James LaRue's annual evaluation and contract as allowed by C.R.S. §24-6-402(4)(f).

President Strain adjourned the regular meeting to enter into executive session at 7:47 PM.

At 8:30 PM President Strain reconvened the regular meeting.

MOTION 08-03-04: Weston moved, and the motion carried unanimously to offer the Director a one-year contract for the period of April 1, 2008 through March 31, 2009 at a salary increase of 3.5%.

Strain spoke for the entire Board, thanking LaRue for his great job this last year fulfilling the library district's mission.

#### DETERMINATION OF NEXT MEETING

The next meeting of the Douglas County Libraries Board of Trustees will be Thursday, April 17, 2008 at 7:00 PM at Highlands Ranch Library.

The board will meet for an informal lunch meeting on Wednesday, April 9 at 11:00 AM at Nordstrom's Restaurant.

President Strain adjourned the meeting at 8:45 PM

Respectfully submitted,

Mark S. Weston, Board Secretary

Minutes prepared by Aspen Walker

Attachments:

- Draft Minutes February 21, 2008
- Financial Statement, February 2008
- Director's report with attachments
- Audit report and management letter
- ADP Contract
- Attendance sheet