

**MINUTES**  
**LONGMONT LIBRARY BOARD**  
**April 17, 2008**  
**LONGMONT LIBRARY BOARD ROOM**  
**409 FOURTH AVENUE**

The April 17, 2008 meeting of the Longmont Library Board was called to order at 7:05p.m. by Chairperson Viki McKinney.

1. Roll Call

Those present were Chairperson Viki McKinney, members Joan Peck, Dede Alspaugh, Paula Etrick and Brian Pixley, Councilmember Gabe Santos, Library Director Tony Brewer and Administrative Analyst Linda Murchison.

2. Approval of Minutes

The minutes of the March 2008 were approved without modification.

3. Business

A. Director Brewer continued his orientation by discussing the major funding sources of the Library. These sources include:

- i. The City General Fund, where the budget for the upcoming year is formed 6 months in advance. "Budgeting for outcomes" will be a hallmark of the General Fund budgeting process going forward.
- ii. Library Trust Funds, including the Gifts and Memorial Fund, the Empson Fund, the Mosher Fund, the Martin Memorial Fund, and the Endowment Fund. These funds are typically administered by city staff, usually for designated purposes. Deployment of money from the Empson Fund requires Library Board approval, while use of funds in the Mosher Fund requires approval by the Longmont City Council.
- iii. Friends of the Library (FOL) Funds supply valuable support to the Library. FOL Funds provide the sole source for library special programming, allow the Library to explore new services that are not available in the General Fund, provide the Library with funds on short notice for needs not anticipated by the General Fund, and are a good source for items under \$1000 dollars that don't make it into the General Fund.
- iv. Grants have historically been a source of funds, though currently the Library has no active grants. Director Brewer suggested that grant money previously available through the Library Services and Construction Act has diminished and is now targeted mostly to K-12 school programs.
- v. Capital Improvement Program Funds via the City Council are a source for building renovation and expansion as well as new facility construction.

Member Peck asked whether the Mosher Funds could be used to buy land on which to build future facilities. Director Brewer suggested that this could be considered but that city administrators believe that only the accrued interest is available for use. Member Alspaugh asked where new gifts go; Mr. Brewer suggested that new gifts typically go into the Gifts and Memorial Fund.

Member Etrick asked about the relationship between the Library and the Friends of the Library. Director Brewer responded that the relationship is "very productive...if the Library approaches the Friends with a sound proposal the Friends have been very good at helping out." Chairperson McKinney provided anecdotal evidence of the Friends' generosity, and Member Alspaugh encouraged all present to become Friends of the Library.

B. Director Brewer completed his orientation by reviewing the Library Board by-laws as well as the ordinances pertaining to the Library, including Chapter 4.42.010 (Library Services Fund) and Chapter 14.28 (Public Library) of the Municipal Code of the City of Longmont. The full Municipal Code is available for review at <http://www.municode.com/resources/gateway.asp?pid=14542>

C. Director Brewer proposed a plan for the remaining meetings in calendar year 2008. The Board was in general agreement with the proposed schedule, though Member Alspaugh suggested that the long range planning discussion be moved forward rather than beginning in November. Member Pixley suggested that we review individual chapters of the existing Long Range Plan (LRP) during intervening meetings in preparation for discussions of a new LRP. Member Etrick added that reviewing the retired LRP would help the Board to seize opportunities and shape the discussion as the upcoming meetings progress. The Board was in general agreement with these observations.

#### 4. Reports and Information Items.

A. The Friends of the Library Report was presented by Dede Alspaugh. She highlighted the fact that requests for funding of the proposed children's programs had been enthusiastically approved, that the Friends were continuing with Internet sales of high value donated items, and that planning for the annual spring book sale were well underway.

B. Mr. Brewer provided the Library Director's report. He suggested that the staffing plans have been modified to accommodate Library needs and budgetary realities, suggesting that vacant positions are all computer intensive and of central importance to ongoing Library operations. He continued by stating that the Library's ongoing RFID project is nearing completion and that we are approaching roll-out to the public. He also suggested that the cataloging backlog has diminished dramatically and that withdrawals are now current.

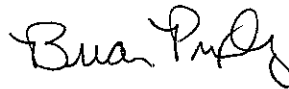
5. Library Board Comments.

Member Etrick brought forth anecdotal evidence of the value of the Library. She was helping to edit a historical work with a local author, and was unable to verify a specific nugget of information on the Internet. By visiting the Longmont Public Library she was able to confirm the information and the project was able to move forward.

6. The meeting was adjourned at 8:47p.m. The next meeting will be on May 15th, 2008.

Respectfully submitted,

Brian Pixley  
Secretary



Viki McKinney  
Chairperson

