

Alpine Public Library Board of Directors
Thursday, March 20, 2014
6:00 PM
AEP Foundation Multipurpose Room

Mission: The Alpine Public Library connects our diverse and geographically remote communities with information resources to encourage literacy and promote lifelong learning.

Vision: The Alpine Public Library envisions a future in which individuals and families are engaged, lifelong learners.

I. Call to Order and Announcements-6:00 pm

II. Introduction of Guests-None

III. Changes to the Agenda-None

IV. Approval of Consent Agenda

A. Minutes of Feb 13, 2014 BOD Meeting-Approved as amended

B. Minutes of Feb 11, 2014 Friends Meeting-Approved

IV. Reports

A. Finance Committee

- i. Feb 2014 financial report-Carol will be working with Paige to update herself with our current financial report. They will be developing a projection report to send out to the board regarding a general unrestricted grant fund that is dwindling.
- ii. FY2013 Audit Update-the auditor is running a little late but will be talking with Don this coming week regarding some outstanding forms and reports that they need. The auditor still plans to finish on schedule.
- iii. County Contract-the contract is the same as last year with the addition that APL maintains its 501c3 status. John had a question regarding the rules for accreditation requiring local governments provide 50% of the per capita funding. Paige acknowledged that we are required to maintain a certain level of local expenses that come from local sources. The state library has said that we should not have a problem for the next two years but if we did there is a conditional accreditation that we can do which is similar to being on probation for one year. If APL sees itself heading in that direction we will then need to start putting pressure on county commissions and on our patrons that can approach their commissioners to make demands. By being accredited APL gets things that patrons don't see- staff development, continuing education, and some limited state, grants, and a few grants that require recipients to be accredited. Access to online databases should not be affected if we are on probation, but it is a risk. There are no rules as to how counties should allocate funds to a non-profit library. The Brewster County Contract was approved by the board as presented.

B. Fundraising Events Committee

Perla is working with a few local individuals who are willing to take on some athletic sport fundraising. One individual with the border patrol was going to initiate a golf tournament but is being called out of town for a three-month training. The softball league is very competitive and

involves local towns along with midland and Odessa. We are currently looking at calendar schedules to find a time that we can hold a tournament in Alpine. Kickball tournaments have also started and more people are turning out for this event due to a more level playing field. We're hoping to get some of these tournaments started this summer. We may also consider having a BBQ at the same time as a source for additional funds.

The Friends are looking at selling "bricks" for an outdoor area. Margaret has also investigated into selling bricks. The Friends still want to do a dinner at the Country Club. An event to be shared with the food bank is also being developed. Having the author of A Greater Tuna has a new one man play out and having him come to Alpine is being looked at. Greg Schwab, with the drama department at Sul Ross is also on the board of the food bank, and is involved.

Margaret has looked at having the names of donors put on bricks and having them installed on the grounds. The bricks cost \$19.00 each and shipping is free. \$100 was mentioned as a possible cost for donors to purchase a brick. A sample was passed around. There is no minimum number of bricks that need to be purchased.

Margaret has offered to chair the Art Walk committee (silent auction only) this year if Ken does not do it. The Friends group agrees they can do it but no one wants to be the chair or to do it all alone. The Friends are also thinking of publicizing the art walk auction as the "last" in hopes to really generate funds. Planning for auction begins in Aug giving us time to determine what we want to do.

C. Donor Relations Sub-committee

Donor Relations Draft Plan-recognition levels have been set up to indicate the type of "gift" a donor would receive based on the amount of money they donated. Linda mentioned that there currently are no Friends Membership Cards. Members receive an email confirmation and a thank you. There were no objections to using an email card for memberships. The price for donor bricks was agreed to be set at \$100. Bricks sales are intended to be ongoing. The board approved the donor relations plan draft.

- D. Foundation Appeals Sub-committee-a few phone calls have been made to some foundations but mailing have not started. Paige has come up with an idea for the body of the letter based on a report that they have come across. A positive message is encouraged to be in the letter. From this report it gives us ways to justify asking for general operating support instead of project support and ties back to our strategic plan. Using the strategic plan elements to offer a way for a foundation to monitor and measure our outcomes may give us a better chance. Judy Freeman, from Houston, has done some major fundraising and may be able to assist us from time to time.

E. Physical Plant

- i. TSA/ADA-handrail design decisions were passed onto Tom along with the concern regarding rounded corners. A volunteer will address the drains in the bathroom floor
- ii. Solar Installation-Talent Roofing brought their quote down from \$8,634 to \$8,000 and the work was done a few weeks ago. Compass Electrical finished putting the panels on yesterday and turned the system on for a test run. Rather solar system was generating 5.5 kilowatts at 3:00 pm on a cloudy day. The theoretical output is 8.75 kilowatts. AEP now has to inspect the installation. The net cost to library looks to be \$113.00. There will be a live

display above the circulation desk displaying what the solar install is generating at any given time.

F. Friends-Still looking at ways to generate active memberships. Moving along with getting rereads inventory online to help boost sales. Having a "Rare an Interesting sale" that will be a little higher priced. The books that don't sell will be added to the online book sale. Books mailed out will be shipped media mail.

G. General Library News

- i. Two grants were approved this month. All funds to cover Paige's trip to TLA next month will be covered by the Tucker Foundation and \$5,000 for workforce development, entrepreneurial, careers, how to books, and audio books. We should be hearing back from our library's transforming communities grant application. Last weeks APL conference was the best Paige has attended and they got a lot out of the conference. APL was also recognized at the reception and received a plaque.
- ii. People are challenging the smoking policy with e-cigarettes. Proposed New Policy: People demonstrating disruptive behavior will be required to leave the library after one warning from library staff. Disruptive behavior includes, not is not limited to, (1) noisy, boisterous actions; (2) inappropriate behavior, including eating, smoking (including e-cigarettes), running, loud talking or cell phone or audible pager use; (3) misuse of library property; and (4) uncooperative attitude or actions that deliberately annoy others or prevent the legitimate use of the library and its resources. Abusive language and behavior toward staff members will not be tolerated. The board approved the changes to our disruptive behavior policy.
- iii. There are complaints regarding the paint on the parking lot fading. Julian will look into the cost of painting.
- iv. Paige has asked a painter to give an estimate on the Kid's porch flooring for bright designs to be incorporated.
- v. Some sort of visual barrier is needed to separate the meeting room from the rest of the library. Either a wall and door or a panel divider. A wall and door was preferred and will be looked into. The room was intended to be used after hours.
- vi. There is a problem with the alarm system going off. It is suggested that the meeting room have its own security zone with its own-armed system and a few of the rooms re-keyed. Cost is estimated at around \$500.
- vii. Paige is looking into the cost of retirement plans for employees. It is estimated at around \$2,000-\$3,000.

VI. Old Business-none

VII. New Business-none

VIII. Set next meeting-April 10, 2014

IX. Adjournment