

Alpine Public Library, Board of Directors Meeting Minutes

AEP Foundation Multipurpose Room

January 12, 2017

5:30 p.m.

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.

Members Present: Kathy Bork; Linda Bryant; Gary Dill; Kathy Donnell; Mike Latta; Pat McCall; Luc Novovitch; Jon Roe; Amelie Urbanczyk. Excused: Cynthia Salas; Mike Pallanez

- A. Meeting was called to order by Kathy Bork, at 5:30 p.m.
- B. Introduction of Guests and announcements:
Mike Pallanez is the newly designated Brewster County Commissioner serving on the APL Board.
- C. Kathy Bork welcomed new board member Amelie Urbanczyk.
- D. Approval of Consent Agenda
The Minutes of the December 8, 2016, meeting were approved [Motion by Donnell/second Latta/carried unanimously]
- E. Reports
 1. Executive Committee – no report
 2. Board Development Committee – New board member Amelie Urbanczyk met with Board Chair Bork for orientation.
 3. Finance Committee – The financial report [attached] was distributed to the board via email, prior to the meeting. Highlights were noted by Jon Roe. Revenues are below plan; expenditures are also below plan. Our end of the year cash position is sound.
 4. Income Generating Committee – A report [attached] was distributed and discussed detailing income and expenses from Art Walk, Mountain Country Christmas, and Center for Big Bend Studies. The board was informed about ongoing efforts to solicit financial support. Gratitude was expressed to all who volunteer in the many fund raising efforts.
 5. Friends – The Spelling Bee is scheduled for April 8 at the Civic Center. Information about the APL Homebound program opportunities will be shared more widely particularly via volunteer drivers with Meals on Wheels clients.
 6. Library –
 - a. Hungrytown is coming to the library on February 3 at 7 pm. This event will be sponsored in conjunction with the food pantry. We are asking for a \$10 donation plus contribution of a non-perishable food item for admission. The food pantry board will provide wine for the reception; the APL Board is requested to provide cheese.
 - b. The \$ 10,000 matching grant yielded about \$12,000 in gifts.
 - c. A Rummikub game night is planned for 6:30 pm Wednesday, February 1. The

hope is to highlight the library's Wednesday late hours.

d. Unique management services (debt collection agency) – in 2016 we spent \$1500 and received \$13,000 in materials. We will continue this program.

e. We need an instructor for the basic adult computer literacy course. The position is paid – applicants are needed.

f. A new SRSU work study student will begin service next week.

g. Aqua-vision – 4:30 pm, Thursday January 19.

7. Energy Transfer Partners Ad Hoc Committee report – we have sent a written request in response to Chris Curia at their invitation. No response yet. We will continue to be open to other opportunities.

F. Old Business

1. Board of Directors self-assessment – Kathy Bork provided a summary of the board's input on the self assessment. Many strengths were noted. The principal challenges identified related to financial resource cultivation.
2. APL Improvement Plan [precursor to Strategic Planning] – Jon Roe presented a status report of the strategic planning team's work. The report identified several trends in current library planning that affect APL including flexible spaces, living room type spaces, improved connections to outdoor spaces. A meeting is scheduled later this month to visit with staff from the Midland public library. A document will be developed including an APL improvement vision that articulates an emerging improvement plan.
3. SWOT analysis –Wetterauer distributed a summary [attached] of input received so far.
4. Employee Handbook and APL Policies Handbook revisions – Kathy Bork reported that when the APL Policies Handbook is completed, electronic copies will be distributed to the board. The Employee Handbook will be shared with the board at a future meeting.

G. New Business

1. Meeting date changes – The March board meeting will be on **March 2**; the May board meeting will be on **May 18**.
2. Committee assignments – Board members are encouraged to choose to serve on either the Income Generating Committee or the Board Development Committee.
3. Conflict of Interest forms/Board of Directors contracts – Forms/contracts were distributed for each board member to sign. These are signed annually.
4. Volunteer recognition event – The event will be hosted on January 16 at Kathy Donnell's home, 709 East Nations. Board members are asked to provide a dozen finger food desserts. These can be dropped off at the library after 1:15 pm on Monday.

H. Next Meeting Date: February 9, 2017, at 5:30 p.m.

I. Meeting adjourned at 6:45 pm.

Respectfully submitted,

Gary Dill, Secretary
APL Board of Directors