

Blanco County South Library District Board of Trustees Meeting
Tuesday, September 10, 2019
9:30 A.M. Library Conference Room

Call to Order

Meeting was called to order at 9:30 A.M. Attending were Nancy Cline, Millie Jones, Kathee Copeland, Jim Dyer, Pat Clewell, Crystal Spybuck, Brian Fields, and Jackie Hellinger.

Public Comments-There were none.

July 16, 2019, Meeting Minutes were approved.

Unfinished Business

1. Cabinets for storage room- Crystal Spybuck
The new storage cabinets will be installed by the end of the month.
2. Request for funds from City of Blanco.
The City is scheduled to approve the budget. Crystal will attend the City budget meeting to represent the Library.
3. Review of Library Policies- Crystal Spybuck
Crystal reviewed policy section 1 of 7. At each board meeting one section will be reviewed until the review is complete.
4. Bus Trip to Round Top- October 1, 2019
Nancy advised that 13 tickets have been sold. The Library needs to sell an additional 11 tickets to cover trip costs.

New Business

1. The board discussed hiring a new part-time Youth Program Coordinator. Crystal Spybuck and Brian Fields are to provide more information at the next board meeting. The board would like to know if the position is necessary for library programs. Youth Program Coordinator job description is attached.
2. Millie Jones will provide the quarterly investment report at the next board meeting.
3. The Blanco Women's Club pecan sale fundraiser pre-order price will not be set until late October or early November.
4. Pat Clewell with Blanco Library, Inc. advised that contractor; Andrew Sorrell with Rio Blanco Metal Contractors will complete the roof project this month. Crystal requested a warranty be provided for insurance purposes.
5. Crystal advised that the back door to the library is not locking properly. The door was purchased in 2001 and it may be time for a replacement. A suggestion was made to use a keypad lock on the replacement door.
6. The Budget and Financial Reports were discussed and a motion to pay bills for the month was approved.
7. Library Director's Report is attached.

Announcements

1. Next meeting October 8, 2019.

Adjournment at 10:50am.

Library Director's Report
September 2019
By Crystal Spybuck

- Volunteer update: Charlie has taken over our 3-6pm shift on Fridays for a full 5 hour shift. Kennie Smith is returning to volunteer September 11th. We have received a couple of volunteer applications we are reviewing.
- Currently we are slotted for the \$15,000 for the City of Blanco. Final vote is September 17th.
- Currently we are being allotted the \$6,000 we applied for the County.
- The Summer Reading Program wrapped up with a wonderful animal program by Zoomagination.
- We received over \$50 for our ink-recycling program.
- We will receive \$495 for the ILL reimbursement program.
- The roof leak will be repaired sometime before the end of September. We will wait on the drywall repair until there are a couple of rain events to check on the roof repair.
- Brian was in Vermont the week of September 2nd-7th for the ARSL conference.
- Brian, Maggie, and I went to the District Libraries meeting on August 9th.
- The Hancher foundation is allowing us to reallocate the room divider funds to help build the children's storage and desks around the library.
- The security company repaired the false alarm issue we had.
- We had an a/c unit maintenance on August 30th.
- We replaced the vent in the bathroom near the front door.
- We had a locksmith out a couple of time for repairing the backdoor at the end of the hall. There may be a near future time we will need to replace that door. The locksmith also looked at the large conference room doors and they recommend full replacement of the push bars and elbow joints. They have not sent me a quote on that yet.
- I think it is time we reconsider the plants out front. We can follow up on this at the next meeting.
- Brian recommends that we consider decreasing the shirt sell to move the leftover stock.

Youth Programs Coordinator

Summary:

This position is responsible for identifying and interpreting user needs; planning and implementing a variety of programs for children and youth to encourage library usage and to foster community relations; providing reference and readers' advisory; and assisting Library patrons in the use of library services, facilities and equipment.

Duties:

- Identifies information and educational needs in the community.
- Plans and coordinates children's services and programs to meet those needs.
- Plans and implements special summer reading program, including printed material and special events.
- Maintains a current awareness of children's literature and services.
- Provides reader's advisory and reference services.
- Recommends materials for the children's and youth collections to the Library Director.
- Develops and produces publicity releases and flyers.
- Utilizes social media to promote and support library services.
- Maintains an awareness of professional trends, methods and ethics.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Ability to foster a positive working environment and model the Library's values through actions and behaviors while on duty.
- Ability to use a high degree of creativity to develop the content for storytelling.
- Advanced project planning and time management skills.
- Ability to use technology for marketing and communications.
- Good communication skills (written & verbal).
- Ability to work well with the public and library staff.
- Advanced customer experience skills.
- Basic proficiency knowledge of Windows and Microsoft Office, laptops, and tablets.
- Basic proficiency in Internet research.

Required Experience:

- Three (3) years of related work experience in youth services
- Previous experience in a public library preferred
- Must pass Background Check

Hours: Between 5-10 hours per week

The below calculations represent a person working 10-hours per week for \$12 per hour for 52 weeks. Assuming the person did not have federal withholding, the net for the employee would be \$5,762.64. The annual cost for the library would be \$6,723.60.

HOURLY PAY	NO. HOURS	GROSS PAY	FICA 0.062	MEDICARE 0.0145	FEDERAL W/H	TOTAL W/H	NET	FICA CO 0.062	M/C CO 0.01	SUTA CO .001
\$ 12.00	520	\$ 6,240.00	\$ 386.88	\$ 90.48	\$ -	\$ 477.36	\$ 5,762.64	\$ 386.88	\$ 90.48	\$ 6.24