



## **Nederland Community Library District Board of Trustees Meeting Minutes**

8/26/15

The meeting was called to order at 7:05.

### ROLL CALL

Present:

Library District Board Members: John Adler, Andrea Begin, Dani Dillon, Jim Elder, Emily Fidelman, Karen Fletcher, Cokey Stapleton

Library Director: Jay Mann

Absent: None.

### PUBLIC COMMENT

None.

### MINUTES

Dani moved to approve the minutes of the July 23, 2015 meeting with the correction of a small punctuation error. Andrea seconded. The motion passed unanimously.

### REPORTS

#### Library Director's Report:

Jay submitted the following written report:

#### Building

The temperature ranges we've experienced recently (from the 30s to a high of 80) have shown that there are some issues with our system's controls (thermostat). It doesn't



seem to be programmed properly yet. And our boilers are offline until the system is balanced. Tim Williams (Fransen Pittman) spoke with MTech and someone should be in to balance the system the week of August 24th. But Tim cautioned that it is a very busy time for contractors with the schools starting again.

One of the recommendations that our consultant Bob Barrett made on his punch list was to relocate the thermostats in the main room of the library. Bob, *"I highly recommend it. If moved, the thermostats will measure the actual temperature in the zones they serve – not a "common" temperature influenced by the staff area and/or meeting area/fireplace. It is especially important in the south zone where solar gain and radiant floor operation affect the temperature in the stacks much more than at the current t-stat location."* The quote we have from Control Solutions to do this work is \$1625.

Another of Bob's recommendations was to put a limiter on our domestic water boilers because they have the potential to use a lot of energy (10 kW) that can bump us into a higher electricity usage bracket. Tim said that he hopes to have an electrician up here soon to give us a quote on how much that would cost.

Once the system is balanced and the controls fixed we will need to do some thermal testing of the radiant floor heating. Tim agreed with Dani's suggestion that we should have a meeting at the end to close things out.

## Land

The balance on the land is a bit over \$8,000.

"Victory Gardens" has continued to maintain the three beds.

Gordon Howe repaired our Little Free Library and it looks great.

## Children's Programming

The summer reading programs went well with a total of 72 participants at the events. Events with music and ice cream were especially popular.

## Technology

Melissa led a well-received discussion with seniors at the Community Center on digital photography. They expressed interest in having a regular event. I updated our licenses



for both Deep Freeze (which prevents patrons from making permanent changes to our patron computers) and Envisionware (our patron computer scheduling, log-in, and printing software); Julie will install them. Minecraft is closer to being launched.

## Foundation

The Foundation put in a lot of work into the book sale; they sold approximately \$3,000 worth of books. This year they had a table at the Senior Breakfast on Saturday. They are considering shifting the sale to coincide with the Frozen Dead Guys festival and possible holding it at the community center.

## Grants

The Colorado's State Grant for Libraries is an annual, noncompetitive grant for "educational resources...to support efforts to improve literacy and learning, including early literacy and other education-related needs identified by the grantee." In past years we received \$3,000 and we used the funds primarily on children's books. We should receive \$4,000 this year because the state legislators increasing the budget for this item.

## Outreach

On August 13th Celine, Melissa, and I went to the elementary school and met with the principal, Jeff Miller, and the teachers. Some ideas that came out of the discussion include things like: class visits, signing the children up for library cards, reading groups, hosting an art show at the library, robotics, Minecraft, putting together book kits for specific curriculum goals, and extra story times for their kinder garden enrichment program. Transportation - there is a school bus that stops by the library after school. I hope to collaborate with their new Teacher Librarian, Mary Waddell.

On August 19th we hosted a breakfast for a group of people from the high school - Adams Fels (principal), Mark Mabbett (the librarian), and a few teachers. Some ideas that came out of our discussion include things like: class visits (especially 6th grade which they saw as a critical time to engage student with libraries), using our meeting room for half day summits / trainings for the teachers, bringing art students to the library to meet and speak with our current artist, and a summer reading club at our library that would help students prepare for AP tests. They all thought that offering



Minecraft would generate a huge response. Transportation was also discussed – using the RTD, walking, or arranging a school bus.

#### iPad Tables

A local carpenter, Loran Smith – who is still relatively new to the area – has given us a very reasonable quote for the tables. His price for two tables - that would be 20” deep x 74” long - is \$2,090.

#### Parking Lot

Paul Conway spoke with Jeremy Meyers and thought that Meyers Services was better able to do the quick patch that was needed. The parking lot was patched on 7/24 for \$600 by Meyers Services, in time for the book sale. Regarding a long lasting fix – scraping, grading, filling, etc. – I contacted Dan Martin (Excavating). Dan said that he was booked for the remainder of the year and unable to give us a quote.

#### Programming

On July 30th, author Maria “Dancing Heart” Hoagland led a discussion on transitions and death. And on August 6th we had a reception for our current artist, Andre Nobrega.

#### Policies

One of the things that came up during our visit to the elementary school (and discussion with the high school) was how Boulder Public Library drops off library card applications at the schools and signs up kids without requiring their parents to come in to the library. Our current policy requires a parent / guardian to be present to sign up a child for a library card. I spoke with the head of Children’s Services at Boulder Public Library about how their program works. We would need to amend our policy and procedures to be able to do this.

#### Personnel



Melissa Freeman turned in a resignation letter on September 20th. Her last day will be September 3rd. We are in the process of training a couple new volunteers to help cover the gaps left by the two teen assistants who have left.

The Board discovered the rehiring process for Melissa's position. Jay is seeking volunteers to help bridge a period of short staffing.

Jay invited Board members to suggest topics to be covered in the Trustee training in September.

President's Report:

No written report.

Vice President's Report:

No written report.

Treasurer's Report:

Andrea submitted the following written report:

1. As of July 31, 2015, we have approximately \$6,729 in our checking account. We have approximately \$250,629 in our Savings account, \$10,000 in our long term maintenance fund and \$82,390 in our Reserve Fund. Our Capital Fund Accounts have approximately \$50,142.
2. Income in July 2015 was approximately \$9,604 from Boulder County, and approximately \$277 from copy/petty cash/fees/interest. Total Income for July 2015 = \$9,881.
3. July 2015 expenses totaled approximately \$21,228. Of that, \$10,534 was for payroll, \$2,583 for books and materials, of which \$1,481 was for book purchase, \$2,238 for equipment, of which \$1,343 was for furniture, \$1,508 was for programming, of which



\$1,289 was for children's programming and \$2,476 was for maintenance, of which \$1,496 was for janitorial.

4. Please review our Budget vs Actual, our numbers continue to look good. We are over 100% for furniture due to the purchase of furniture for the children's area that was approved by the board.

#### Library Board Liaison's Report

No written report.

#### NEW BUSINESS

A community member, David Duey, has approached Jay about donating funds on behalf of himself and his siblings in honor of their parents. The Board brainstormed and ideas for how to use those funds. Dani and Andrea recommended acquiring and/or assembling kits of materials for children and teens based on reading level or topic. Emily suggested using funds towards creating maker spaces, as previously envisioned by Jay, for various age groups. Other ideas included using the land adjacent to the library, purchased in 2012, to build a gazebo or other structure for library events and activities or to establish a community garden. The former might require building permits and the latter would necessitate an increase in insurance premiums if food crops were grown. An increase in the cost of insurance would be a matter of roughly \$450. The cost of installing solar panels would prohibitively exceed the amount of the donation, although there is still interest in pursuing this option via other funds. A subscription to Lynda.com, funding for increased hours, or to offer a better salary to IT personnel were other ideas. Jay and the Board will be on the lookout for organizations or individuals who might be willing to match the donation.

Jay gave the Board a tour of the new children's area, which all agreed looked great.

The group reviewed Jay's recommended revisions to the Library Card Policy. Revisions were intended to address the issue of minors getting library cards if parents were not able to accompany them to the library to consent. He outlined a procedure whereby minors could get a parental signature consenting to be responsible for lost or damaged materials and to abide by library policies, including the Unattended Child Policy. A library card would be mailed to the minor upon receipt of this consent form. Andrea moved to approve the policy. Emily seconded and the motion passed unanimously.



## OLD BUSINESS

Jay explained that Bob Barrett had explored prices of various thermostats and control systems for the heating system and he believed the estimate Jay refers to in his Director's report is reasonable. Dani moved to approve \$1625 from the Construction Budget for thermostat and control systems. John seconded and the motion passed unanimously.

Jay shared two estimates for iPod/laptop tables. Andrea moved to approve \$3500 for tables and wiring with surplus to be spent on seating. Emily seconded and the motion passed unanimously.

The continuing parking lot drainage issues will be reevaluated in September or October.

## OTHER BUSINESS

The Downtown Development Authority is asking the Library Board, among others, what priorities should be for spending their available budget in the upcoming year. All agreed that a crosswalk over 119 to provide access to the library and other nearby entities is strongly recommended.

The group discussed a suggestion by a former Board member that a committee on collections development might be useful. The general feeling was that current purchasing models are functioning efficiently and are preferable.

John asked about the status of a Library strategic plan. Jay hopes to revisit planning after conducting community survey(s), which he hasn't been able to get far underway just yet.

Emily moved to increase Celine's hours from 20-30 per week to support children's after school programs. Dani seconded and the motion passed unanimously.

John moved to pay off the remainder of what is owed on the land purchased in 2012. Andrea seconded and the motion passed unanimously.

## ADJOURNMENT

John moved to adjourn the meeting at 9:00 p.m. Emily seconded and the motion passed unanimously.



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The next regular Board meeting will be at 5:00 p.m. on September 23<sup>rd</sup>, 2015, and will largely be devoted to a Trustee training.

ATTACHMENT:

## **Library Card Policy**

### **1.0 Purpose:**

All residents of and visitors (over 5 years of age) to the Nederland mountain community and neighboring areas are eligible to apply for a library card. No card or other library service will be denied because of economic, political, racial, religious, or social status.

### **2.0 Definitions:**

- The Nederland Community Library = The library
- Colorado Libraries Collaborate = CLC
- NCL = Nederland Community Library

### **3.0 Policy:**

- To obtain a library card, applicants shall fill out an application form.
- Applicants must show a photo ID and documentation that verifies both name and current mailing address. This may be in the form of a driver's license, Colorado ID, student photo ID, passport, and/or a current utility bill or postmarked mail addressed to the applicant.
- It is the cardholder's responsibility to inform the library when any patron information such as name, address, telephone number or email address changes. Incorrect contact information on file does not relieve that patron of the responsibility for overdue or lost library materials.
- In the event that a library card is damaged or reported lost/stolen, the patron and/or business must notify the library immediately. The patron will be held responsible for any materials checked out on a lost or stolen card until the library is notified.
- NCL will issue the first replacement library card for free. The original library card will be invalidated. The fee structure for further replacements is set administratively. For details, see the Issuing Library Card Procedure.
- Photo identification is required to replace a lost or stolen library card.



- Library patrons under the age of 18 must have parental approval to open an account. Parents or guardians are responsible for library items and any lost or damaged item charges incurred by children under the age of 18. For details, see the Privacy and Confidentiality Policy and the Circulation and Collection Policy.
- If a patron's account is revoked, all library privileges are suspended including borrowing and renewing of items. Patrons may still use the library computers when their card is revoked.
- All cards remain the property of Nederland Community Library and are subject to recall, with privileges suspended, for violation of the rules and regulations of Nederland Community Library.

## **Types of Library Cards**

### **Resident Cards:**

- Nederland mountain community residents and residents in neighboring mountain communities are eligible for a library card.
- A library card may be obtained by applying in person at the library and showing proof of local residency.
- Persons who own property within the Nederland Community Library District will be considered residents for library card purposes whether or not the property is their primary residence.
- Resident library cards are valid for three years. When the card expires, the patron's record must be updated. Any fines or fees must be paid by the patron at that time.
- Limit 25 items at any given time.

### **Colorado Libraries Collaborate (CLC):**

- CLC is a reciprocal borrowing program. Anyone residing in the state of Colorado, who has a library card from their home library, is eligible to apply for a card with the Nederland Community Library.
- To obtain a CLC library card the individual needs to complete an application and present a card from their home library along with a valid photo ID.
- CLC library cards are valid for three years. When the card expires, the patron's record must be updated. Any fines or fees must be paid by the patron at that time.
- Limit 2 items at any given time.



### **Visitors:**

- Visitors to the Nederland mountain community qualify for a temporary Visitor Card.
- A Visitor Card will be issued upon receipt of a \$25.00 non-refundable fee and a valid photo ID.
- A Visitor Card will be valid for one year from date of issue.
- Limit 2 items at any given time.

### **Business Cards:**

- Business cards will be issued to any organizational entity, profit or nonprofit, that owns or rents property in the Nederland mountain community and neighboring mountain communities.
- A card application must be signed by a responsible person within the organization, such as an owner, manager, or fiscal officer.
- The individual applying for the business card must show proof of current employment and/or affiliation with the institution that the card will be used for.
- The individual signing for the card, shall assume responsibility for any fines, damages, or loss of materials which may result from the use of the card.
- Only one card will be issued per organization.
- Business cards are valid for three years. When the card expires, the organization's account must be updated. Any fines or fees must be paid by the organization at that time.
- Limit 25 items at any given time.

### **Use of Library Card**

The patron to whom the card is issued to is responsible for the following:

- Adhering to all the rules and regulations of the Nederland Community Library (See Rules of Conduct Policy, Policy on Public Use of the Internet and Privacy and Confidentiality Policy).
- Returning, in good condition, all materials borrowed on or before the due date.
- Paying fines incurred for any overdue, damaged or lost materials (See Circulation and Collection Use Policy).
- Adhering to the borrowing limits of all types of materials (See Circulation and Collection Use Policy).



- Using another patron's library card to check out materials or to use the library's computers is not permitted.
- Reporting a lost or stolen card immediately.
- Paying charges incurred on the missing card until it is reported lost or stolen.
- Reporting promptly any changes in name, address, email or phone number.
- Providing a library card to check out items or providing photo ID and/or verification of address and telephone number that matches the contact information in the library's computerized system.
- Providing a library card number and/or name when calling into the library to conduct a transaction on your account.

#### **4.0 Attachments:**

#### **5.0 Revision History: Rev -1**