



Nederland Community Library District Board of Trustees Meeting Minutes

12/7/16

The meeting was called to order at 7:05 pm.

ROLL CALL

Present:

Library District Board Members: John Adler, Andrea Begin, Dana Edwards, Emily Fidelman, Karen Fletcher, Cokey Stapleton

Library Director: Jay Mann

Absent: None.

PUBLIC COMMENT

No comments in person, electronically, or by phone.

Two members of the public interested in serving on the Board introduced themselves. Board members introduced themselves, their roles, and fielded questions about Board membership concerning Trustees' roles in outreach and advocacy, commitments and events outside of regular Board meetings, and what officer positions, e.g. Foundation Liaison, are currently needed or may be needed in the future.

MINUTES

Karen moved to approve the October 2016 minutes. John seconded. Andrea abstained, and the motion passed.

REPORTS

Library Director's Report:



Building

The building has been comfortable / warm so far this fall. One exception is the community room but there is an adjustment that our service provider can try to warm it up.

Construction in front of the library

We are still waiting for the crosswalk to be put in. I also requested that the project manager confirm the placement of the 35 mph speed limit sign on Highway 72 (headed west). Once the sidewalks were complete the sign was placed before (east of) the library. Meaning most cars will be going at least 35 when they drive across the theoretical crosswalk.

Children's and Youth Programming

Playground Theater's Halloween performance was a hit. The semiregular homeschooler hour is going well. Celine is doing makerspace programs for elementary school aged and t(w)eens. Looking ahead to next year, we will be offering a Spanish language class to elementary school students.

Adult Programming

The Local Scientist Talk series has continued to average around 15 people. I haven't decided yet whether it will continue next year. We will have an art reception for our new artist Jean Pless on Friday, December 9th at 5 pm.

Programming for next year – a Reiki workshop series, an American West book club, science in rural libraries book club / film series (the NSF grant we received), financial literacy classes (a continuation of our grant that will include a repeat of the core series as well as some new ones geared towards debt, healthy food on a budget, financial literacy for teens), and more to come. Trivia might be revived if we find a venue.

Library Foundation

The Library Foundation - in consultation with Bob Foss, his daughter, and some of Jean's friends – commissioned local artist Marion Reynolds to create a dragon sculpture



as a memorial for Jean Foss. It is installed now in front of the library and we should have a plaque soon.

District Boundary and dividing properties resolution

Once our letter is finalized I will mail a copy to all the remaining property owners.

Technology

We received the VHS to DVD convertor and will circulate it soon. We had a patron do a test pilot and they said it worked well.

Volunteer Appreciation Dinner

Around 30 people attended.

Continuing Education / Meetings

Association of Rural and Small Library Annual Conference – it was a good conference and I had the opportunity to meet librarians from across the country as well as state libraries.

The Board suggested that we might draft a letter to the Town of Nederland asking that they request CDOT move the speed limit sign east of the proposed crosswalk location to the west.

Discussion highlighted the need for free foreign language education opportunities for children and adolescents in the community. Language classes are not taught in schools until high school age.

Karen recommended a possible program, facilitated by a community member, involving DYI projects with honey.



President's Report:

Karen presented concerns about tracking the length of Board member's terms in a more official and centralized area, and potentially voting to establish term length from the present forward. Karen needs to keep the Boulder County Commissioners up to date on Trustees' length of terms, e.g. incoming members taking over resigning members' terms will have to be voted on for their own five year term after the duration of the former member's term is complete, confusing end dates and required updates to the County Commissioners. It may be prudent to put to a vote a new slate of membership normalizing current members' terms and ensuring they are adequately staggered. Emily has collected this information, as much as is known about current Board members, back to the beginning of her term in 2012, and will revisit this to ensure there are no gaps. Jay has offered to assist, and the matter will be revisited in future meeting(s), beginning in January.

Karen will write a letter to the County Commissioners to inform them that Dana Edwards has been elected to serve the remainder of Jim Elder's term. Emily will look up with the dates of Jim Elder's membership on the Board, and Jay will look into pavers for Jim and other recently resigned Board members.

One structured position the Board has been lacking since Larry Foster's departure and the hiring of a new Director is that of HR liaison. Emily volunteered to take on this role at this time, and the group discussed its responsibilities. This individual will review the Director's performance, with the input of the Board, on a structured, periodic basis—generally annually. Emily also recommends that HR liaison and the Director establish a performance plan for the Director, with the approval of the Board, at the beginning of each performance cycle, beginning this year. This establishes expectations as well as protections concerning evaluation of the Director's performance. Emily will bring a draft 2016 performance evaluation, and a 2016 performance plan to the January Board meeting for review before presenting the evaluation to Jay for review and discussion. This performance review, in future cycles, should be completed before merit-based bonuses or salary increases are approved.

Karen answered a question as to what her ideal qualifications/ responsibilities would be in a new Vice President for the Board. Facilitation of meetings in Karen's absence and facilitation of subcommittee work would be two helpful areas.



Karen moved to name John Adler Vice President of the Nederland Community Library Board. Cokey seconded, and the motion passed unanimously.

Vice President's Report:

None.

Treasurer's Report:

Dana submitted the following written report.

1. As of October 31, 2016, we have approximately \$21,398 in our checking account. We have approximately \$309,975 in our Savings account, \$82,390 in our TABOR Fund, \$20,000 in land development fund, and \$20,000 in our long-term maintenance fund. Our Capital Fund Accounts have approximately \$50,139.
2. Income in October 2016 was approximately \$7,058 from Boulder County, and approximately \$382 from copy/petty cash/fees/interest. Total Income for October 2016 \$7,440.
3. October 2016 expenses totaled approximately \$27,240. Of that, approximately \$11,628 was for payroll, \$2,608 for books and materials, of which \$2,184 was for book purchase and \$430 was for DVDs. Approximately \$8,610 was for maintenance, of which \$5,626 was for the annual renewal of the maintenance service agreement, \$928 was for janitorial, and \$204 was for office supplies.

Library Board Liaison's Report

None.

NEW BUSINESS

The Board reviewed the "Rules of Conduct Policy" revised by Jay and Cokey. Emily recommended breaking out a reference to "failure to comply with a reasonable staff request" and failure to leave the library "during an emergency" into two bullet points to emphasize that each behavior is required of patrons and to change wording of "person in charge" in one line to something more specific, such as "Director or



designee.” Cokey and Jay clarified that both service and assistance animals are permitted in the Library, and highlighted that food is permitted on a limited basis, as is now standard in most public libraries. The Policy was tabled for approval due to time constraints, but the Board was generally impressed with its scope and depth, and thanks Cokey and Jay for their work.

Emily moved to approve bonuses for staff as follows: \$100 for staff after tax, \$50 for teens after tax. John seconded and the motion passed unanimously.

Karen moved to open a Budget Hearing at 7:52pm. John seconded, and the motion passed unanimously.

RESOLUTION TO ADOPT THE 2017 BUDGET FOR THE BOULDER COUNTY NEDERLAND COMMUNITY LIBRARY DISTRICT

Roll call vote:

Andrea – Yes

John – Yes

Karen – Yes

Cokey – Yes

Dana – Yes

Emily – Yes

RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS FOR THE BOULDER COUNTY NEDERLAND COMMUNITY LIBRARY DISTRICT, COLORADO, FOR THE 2017 BUDGET YEAR

Roll call vote:

Andrea – Yes

John – Yes

Karen – Yes

Cokey – Yes

Dana – Yes

Emily – Yes

RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2016, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE BOULDER COUNTY NEDERLAND COMMUNITY LIBRARY DISTRICT, COLORADO, FOR THE 2017 BUDGET YEAR



Roll call vote:
Andrea – Yes
John – Yes
Karen – Yes
Cokey – Yes
Dana – Yes
Emily – Yes

CERTIFICATION OF TAX LEVIES FOR NON-SCHOOL GOVERNMENT

Roll call vote:
Andrea – Yes
John – Yes
Karen – Yes
Cokey – Yes
Dana – Yes
Emily – Yes

Karen moved to end the Budget Hearing at 8:50 pm. Emily seconded and the motion passed unanimously.

Emily moved to extend the meeting by 15 minutes at 9 pm. Karen seconded and the motion passed unanimously.

OLD BUSINESS

The Board reviewed the final draft of the letter to owners of split parcels to be combined into one, inside or outside the Library District. Emily pointed out that we might add language directing property owners to ask the County Assessors, etc., about any implications of combining parcels outside of tax paid for and services provided by the Library. Jay will check with legal counsel once more about this language, and is given the “okay” to use discretionary funds for this consultation.

Emily moved to extend the meeting for another 15 minutes at 9:15pm. Karen seconded and the motion passed unanimously.



John moved to enter an Executive Session at 9:15pm. Emily seconded and the motion passed unanimously.

Personnel matters were discussed.

Karen moved to adjourn the executive session at 9:21 pm. John seconded and the motion passed unanimously.

OTHER BUSINESS

The Board reviewed Emily's research on the current signers and purpose of approvers on NCL accounts and discussed changes to reflect new Board membership.

Emily moved to eliminate the following signers and approvers, listed by account:

Checking account: Andrea, Dani
Savings account: Andrea, Dani
Construction (checking): Dani, Andrea, Karen
Safe Deposit Box: Dani
Construction approvers: Larry, Emily, Karen

Karen seconded, and the motion passed unanimously.

Emily moved to add the following signers and approvers, listed by account:

Checking account: Dana, Karen
Savings account: Jay, Dana, Karen
Construction (checking): Dana, Cokey
Safe Deposit Box: Karen

Karen seconded, and the motion passed unanimously.

The new slate of signers and approvers will be as follows:



Checking account: Jay, Dana, Karen
Savings account: Jay, Dana, Karen
Construction (checking): Dana, Cokey
Money Market: Karen, Emily
Safe Deposit Box: Karen
Construction approvers: none

Jay will arrange these changes with Centennial bank. Jay will let signers know when Centennial bank needs them to come provide a signature of record. This will be ASAP before the next Board meeting.

Karen confirmed that no other current Board members hold a Safe Deposit Box key.

Dana and Jay have done some research into interest investment as a use for funds that the library currently does not deploy toward operational needs. Dana will present more information on this possible method of maximizing use of any budget surplus at the January meeting.

Emily gave a quick summary of the Peak to Peak Area Community Needs Assessment. The greatest areas of need lie in health, transportation, and housing, all of which could be mitigated to some degree by a more robust technological infrastructure, uniting dispersed individuals in a community with more “nonmetropolitan” qualities than areas surrounding the Peak to Peak Region. Emily pointed out that Jay’s advocacy for circulating mobile hot spots was relevant in light of these findings. All agree the document will be very useful for strategic planning.

The Group reaffirmed that the Strategic Planning Retreat is badly needed, and set a near-final date of Feb. 12th, 2017 from 11am to 4pm.

Agenda items for the February Retreat should include a discussion of scheduling merit-based pay increases and bonuses as well as cost-of-living pay and salary increases in a structured and predictable manner, and Board members should review the Trustee Handbook on relating to these policies. Andrea and Emily will coordinate concerning standing policy and industry/professional standards for possible pay increase schedules.

ADJOURNMENT



Emily moved to adjourn the meeting at 9:30 pm. Andrea seconded and the motion passed unanimously.

The next public meeting will be held January 25th, 2017 at 7 pm.