



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

1/25/17

The meeting was called to order at 7:00 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.

MINUTES

Cokey moved to approve the December 2016 minutes with minor revisions. Andrea seconded, and the motion passed unanimously.

REPORTS

Library Director's Report:

Building

Boiler #2 went out on December 27th. M-Tech sent someone up to look at it. Since then boiler #1 has been mostly sufficient to heat the building. I got two quotes from M-Tech, one



for the cost to fix our current boiler – which has not been manufactured for years – and the other quote is for a new, replacement boiler.

Crosswalk and speed limit in front of the library

Things seem to be moving slowly but forward. Monica LaSalle, Ned Public Works Streets Supervisor, met with CDOT earlier this month. She said the crosswalk is coming and that it looks promising that CDOT will take the town's recommendations to move the placement of the speed limit sign.

Children's and Youth Programming

The homeschool group has still been meeting. The games club will be resuming next month. And the afterschool math enrichment program has been pushed back due to timing issues with the instructor. We've been exploring the possibility of having a afterschool Spanish program.

Adult Programming

The Reiki workshop series concludes next week. The science club meets book café has had a lot of interest / sign-ups so far.

Library Foundation

The Library Foundation is looking at supporting the library through outreach events. This spring they are thinking of doing a book / film series.

District Boundary and dividing properties resolution

I mailed the 19 remaining split property owners and the letter gave them until February 20th to respond. I also included with the letter the infographics of our annual services in 2016. So far 5 out of 7 have elected to place their unified property into the library district.

Community Assessment

I've spoken to several movers and shakers in the community about their thoughts on Nederland and its needs. I'm in the process of scheduling further meetings.

Social Media



A community member posted something on Ned Heads about the cost of his property tax that went to the library. A number of people responded with positive comments about the library.

Jay expanded upon the comment made on social media and asked the Board to confer concerning an official approach to social media, e.g. having a Trustee presence on lists like Ned Heads. Karen suggested that this might fall under the duties of marketing staff. Emily agreed and proposed to the group that to the extent that social media should be wrapped into strategic marketing initiatives, discussion thereof should be included in the February retreat and any other strategic planning activities. There was general consensus and the issue will be revisited, within a reasonable scope that should not detract from larger policy discussions, in February.

President's Report:

No written report.

Vice President's Report:

None.

Treasurer's Report:

Dana submitted the following written report.

1. December 2016 checking/savings totaled \$196,451, of which we have approximately \$25,991 in our Checking account, \$74,061 in our Savings account, \$82,390 in our Reserve Fund, \$20,000 in land development fund, and \$20,000 in our long term maintenance fund. Our Capital Fund Accounts have approximately \$50,114.
2. December 2016 income totaled \$4,493, of which approximately \$2,076 was from Boulder County, and approximately \$2,417 from grants/copy/petty cash/fees/interest.



3. December 2016 expenses totaled \$36,784. Of that, \$13,990 was for payroll, \$6,952 for books and materials, of which \$2,814 was for book purchase and \$3,000 was for online subscriptions. \$3,982 for equipment of which \$2,784 was for computer software. \$3,163 was for maintenance, of which \$1,906 was for janitorial. Program development was \$1,407.

The Board briefly identified and corrected a coding error in one of the balance sheets and expressed no other concerns.

Library Board Liaison's Report

None.

NEW BUSINESS

Karen called a Budget Hearing to order at 7:20 pm.

Andrea moved to approve the 2016 Budget. Karen seconded and the motion passed unanimously.

Jay provided some background on the Gallagher Amendment, which requires adjustments to District budgets in order to maintain a relative balance of revenue coming from commercial versus residential property tax, and which will result in less revenue available in the Library District in the coming year.

Karen moved to approve the Revised 2017 Budget. John seconded and the motion passed unanimously.

Karen adjourned the Budget hearing at 7:35 pm.

The Board reflected on their meeting with members of the public, interested in serving on the Board, in the Public Comment portion of the December meeting. One of these parties has not yet followed up with Jay and may or may not still be interested in a position. Lisa Ryder, the second, seemed to all a strong candidate and did express continued interest in serving. Cokey nominated Lisa Ryder as a board member. Karen seconded, and the motion passed unanimously. Emily expresses anticipation of



resigning from the Board within the next year if its membership is sufficiently stable, so the Board may ask Lisa if she is interested in serving as Secretary so that Emily can train Lisa on some of these responsibilities while still a Board member. At present, Jay will contact Lisa to offer her a position as a Board member at-large.

One of the boilers has failed, and Jay has acquired an estimate from MTech for a new boiler, installation including labor, and warranty. The Board reviewed the estimate, and Jay clarified that the warranty on the failed boiler expired in October 2016. The life of the boiler may have been shortened by inadequate maintenance of pH, etc., of the effluent during the diagnostic phase of refurbishing the HVAC system to its original design, however a one year warranty on a new, commercial boiler seems to all Board members meager, and the Board asks Jay to use discretionary funds to pay for a consult on standards for commercial boiler cost, service life, and price before agreeing to a contract with MTech.

OLD BUSINESS

Jay feels that in order to incorporate staff feedback and otherwise invigorate the strategic planning process, it may in fact be desirable to enlist a facilitator for the Board retreat. He was referred to facilitators with experience in strategic planning for nonprofits by United Way, and can follow up with these individuals. Having postponed the retreat so many times, Board members are reluctant to do so again, and entrust Jay and Emily to use existing data from the community survey to guide visioning discussion at the February retreat, from which the Strategic Plan will be drawn later in the spring, after data can be collected from library staff and analyzed. Emily has significant previous experience with strategic planning in libraries, and feels comfortable serving in a facilitating role in this preliminary context. The February retreat does not necessarily have, as its objective, a draft Strategic Plan and certainly not a final one. To this end, a professional facilitator will be sought for a second retreat in April.

Minor changes recommended to the Rules of Conduct were discussed and approved. They included requiring respect for a "quiet" library environment with "respect" for the many purposes for which the library could be used, as for some time, national trends and professional standards have no longer dictated that libraries be exclusively



silent spaces. Other revisions specified that the “person in charge” of the library space be more specifically “Director or designee,” and that a mandate to leave when instructed by library personnel and when there is an emergency be separated into two lines to emphasize that patrons should vacate the library upon personnel request OR during an emergency calling for evacuation. Emily moved to approve the Rules of Conduct Policy with revisions. Karen seconded and the motion passed unanimously. The Rules of Conduct Policy, revised in its entirety, will be attached as an Amendment to these minutes.

Dana presented more information and ideas about investing library savings in order to generate more revenue for the library. Questions from the Board included which vehicles to invest in and which accounts can be invested. Andrea expressed concerns about using the Construction account, the purpose for which is more specifically dedicated, and emphasizes that TABOR cannot be used for logistical reasons even if it is allowed by law. Karen asked about the duration of investment, and Dana explained that this, among other things, would depend on NCL’s liquidity needs, which could be estimated liberally, (i.e. the amount invested and for how long would be conservative as well as being placed in conservative investments). Jay is also researching the concept of investment of library savings and will contact the State Library about more details of legal requirements and restrictions, especially for “Special Districts” like the Nederland Library District.

OTHER BUSINESS

Karen called an Executive Session at 8:55 pm to discuss a Personnel matter. Karen closed the Executive Session at 8:57 pm.

ADJOURNMENT

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

The Board retreat will be held from 11am to 3pm on February 12th, 2017 in lieu of a February public meeting. The next public meeting will be held March 22nd, 2017 at 7 pm.

ATTACHMENT: Rules of Conduct Policy, Revision 2.0- Revised in Entirety, 1-26-2017



Rules of Conduct

1.0 Purpose:

The Nederland Community Library supports the rights of all individuals to free and equal access to information and use of the library without discrimination, intimidation, threat of harm or invasion of privacy. All persons at the library are expected to observe the laws of Colorado, including criminal statutes pertaining to disorderly conduct, trespass and interference at public buildings, disruptive lawful assembly and harassment. The goal of the Nederland Community Library is to provide an enjoyable, clean and comfortable environment for all library users. Pursuant to this goal, the Board of Trustees has established the following Rules of Conduct.

2.0 Definitions: N/A

3.0 Policy:

Roles and Responsibilities

Five Guides to Library Conduct

1. *Respect yourself and others.*
2. *Respect the property of the library and the property of others.*
3. *Accept responsibility for your actions as individuals.*
4. *Respect that the library is used by people for a multitude of purposes.*
5. *Abide by all applicable local, state, and federal policies and/or laws.*

Protect Library Property

The role of the Nederland Community Library is to protect collections, equipment and property for present and future users. Intentionally damaging, destroying or stealing any materials, equipment or property belonging to the library, another customer or staff member is prohibited. Altering computer programs, memory, or configuration on any library computer or device is also prohibited. This includes attempting to modify or gain access to system files, passwords, data, and system or network files.

Ensure a Safe and Secure Environment

The role of the Nederland Community Library is to ensure a safe and secure environment. Committing or attempting to commit any activity that would constitute a violation of any

federal, state or local criminal law or ordinance is prohibited on Nederland Community Library property. Examples of prohibited activities include but are not limited to:

- Sleeping or loitering
- *Sexual, physical, or other harassment*
- Possession of weapons of any type is prohibited on library property, except those expressly permitted by state law.
- *Possessing, selling or being under the influence of alcohol or illegal drugs*
- *Engaging in peeping, stalking, or indecent exposure*
- *Soliciting, panhandling or gambling on library property*
- *Trespassing or entering library property when banned*
- Impeding access to any area of the library, including entrances and exits, as well as parking in fire lanes, or other No Parking areas.
- Leaving bags, packages, backpacks, luggage, or any other personal items or belongings unattended. The library is not responsible for personal items that are lost, stolen, or damaged on library premises.
- Bringing large bundles, parcels, bags, suitcases, carts or other wheeled conveyances that occupy excessive floor or library space.
- The library is not responsible for children who are left unattended on library premises; see the library's Safe Child Policy.

Provide a Comfortable and Welcoming Environment

The role of the Nederland Community Library is to provide a comfortable and welcoming environment. Mutual respect makes it possible for everyone to enjoy library materials and services. We ask library users to be respectful of each other and behave in a manner that does not disrupt other library users or interfere with normal operation of the library. Examples of disruptive behaviors include but are not limited to:

- *Using profane, obscene or abusive language, including racial, ethnic or other epithets*
- Verbally or physically intimidating employees, volunteers, or other patrons
- Using library or personal computers or other electronic devices to view pornographic or adult material
- *Creating unreasonable noise and engaging in boisterous activity*

- Using audible devices without headphones or using headphones set at a volume that disturbs others. *Using any communication devices, including cell phones, in a manner that disturbs others*
- *Running, pushing, fighting or shoving*
- *Operating roller skates, cycles, skateboards, scooters or other similar devices inside the library*
- Campaigning, petitioning, proselytizing, soliciting or conducting surveys for any cause inside the library building. Individuals who wish to place notices on the library bulletin board must contact library staff.
- Selling any goods or services, except at library hosted events.
- *Failing to comply with a reasonable staff request*
- *Failure to leave the library during emergencies and at closing time*

Maintain a Healthy and Clean Environment

The role of the Nederland Community Library is to maintain a healthy and clean environment for all library users. Food and drink are permitted in the library within the following guidelines:

- *Do not consume smelly, messy, or noisy food in spaces where it will interfere with others' use or enjoyment of the Library.*
- *Clean up any trash, crumbs, and small spills when finished.*
- *Take care with food and drink around books and other library materials, computers, equipment, carpets, and furniture.*
- *Make sure hands and surfaces are clean when handling library materials.*
- *Use covered, spill-proof containers when possible.*
- *Properly dispose of trash and leftovers.*
- *Report larger spills, accidents, or damage immediately to Library staff.*

Examples of behaviors that are not conducive to providing a clean and hygienic environment include but are not limited to:

- *Smoking (including electronic cigarettes) or using any form of tobacco or marijuana in library facilities, near library entrances, exterior open space or parking lot. Rolling cigarettes of any type in the library is prohibited.*
- *Improper dress including not wearing shoes or a shirt*



- Having offensive body odor or personal hygiene or bringing vermin-infested clothing and personal effects into the library so as to unreasonably interfere with other patrons' and employees' ability to use the library and its facilities
- *Bringing any animal into the library except for service animals, animals for a scheduled library program or with special permission from a library director*
- *Improperly using library restrooms or facilities for purposes such as bathing, shaving, washing clothes*

Parents, guardians and/or caregivers are responsible to see that their children observe these rules.

In cases of disruption not specified above, the Director or designated person in charge will decide appropriate actions to be taken to ensure that the library environment is secure and comfortable for all library users and employees.

Enforcement of these rules will be conducted in a fair and reasonable manner. Offenders will be asked by library staff to correct their behavior or to leave the library. Repeated violations of this and other library policies may result in the offender being banned from the library by the library director. If a patron is banned from the library, the library director shall inform the Board of Library Trustees of the matter before the next regular meeting of the board. The library may request the police to assist with people who do not comply with these rules.

A copy of these rules will be posted on the library bulletin board and the library website. Copies will be available for any person upon request and may be given to persons who are violating the rules.

4.0 Attachments: N/A

5.0 Revision History: Rev -1- Revision 1
Revision 2- Complete Revision on January 26th, 2017