



Nederland Community Library District Board of Trustees Meeting Minutes

5/28/15

The meeting was called to order at 7:02.

ROLL CALL

Present:

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

Library Director: Jay Mann

Absent: Andrea Begin, Dani Dillon

PUBLIC COMMENT

None.

MINUTES

Emily is waiting for notes from participants of the 4/2/15 special meeting described in the April 22nd meeting's minutes. Cokey moved to approve the minutes of the April 22nd, 2015 meeting with this inclusion and feedback of participants with whom Emily will individually follow up. Jim seconded and the motion passed unanimously.

REPORTS

Library Director's Report:

Jay submitted the following written report:

Financial Audit – there weren't any major hiccups; they gave us some adjustment to make via journal entries. We should get the draft copy of our Audit the week of May 24th.



Bond repayment – \$42,010 made on 5/7.

Building

The wires between two of the water pumps and the control system were crossed. One pump goes to the radiant heating / floor and the other one goes to the ventilation system. So if the thermostat was calling for more hot water to the ventilation system instead of doing that it was activating the pump supplying the floor. Kris from MTech switched the wiring so it should be good now. This problem probably dates back to when the control system was replaced. The heating fluid in the system was tested and it contained no inhibitors for the ethylene glycol. The inhibitors prevent the formation of acids which corrode the metal parts of the system. MTech plans to drain, flush, and then restore / rebalance the heating fluid system. The heat will be off during most of the process. They are planning on it taking around a week and are hoping to start June 22nd. Bob has been involved with the process. I have signed a maintenance agreement contract from MTech. It calls for quarterly visits with most of the service scheduled for the fall and winter. Fransen Pittman will pay a bit over half of the cost for the upcoming year so the annual cost to the library will be \$1920. *Note, this does not include the cost to test the heating which is done by a company other than MTech. Depending on the frequency of testing it will range from \$400-800 annually. Parking lot I got a hold of "Doc" Conway, he had been out of town for a few weeks. A volunteer mentioned that Pioneer Sand Company might be a potential source of gravel. So hopefully we can fill in the pot holes soon after it stops raining.

Staff

We interviewed three people for the children's position, four for the tech. Celine Cooper started on May 13th as our new Children's Coordinator. She spent two days with Geneva. Melissa Freeman will be starting May 26th as the Tech Coordinator. The staff have been handling the changes well. It will take some time to redistribute the duties that Geneva had.

Volunteers – one recently started. There are a couple other potentials. Meanwhile we'll likely double staff a bit which should be some good training for the new staff.

Foundation



The “First Annual Program Support Fundraiser” was held Sunday, April 26th. It had fair attendance given the weather. They boosted the traditional \$2,500 they give the library annually for programming by \$500 for a total of \$3,000.

Volunteer appreciation dinner will be on June 11th at Salto.
Book Sale on July 25th, 26th.

Training / networking

Staff will be attending a Crisis Prevention Workshop taught by Andrea Begin on Wednesday, May 27th. I sent out an announcement – via the DDA and the Town’s website – inviting other people who work with the public to attend. I attended a two day supervisory workshop organized by the Colorado State Library; it was run by a library consultant. I had the opportunity to meet around twenty other supervisors from across the state. On May 28th and 29th I’ll be attending the annual Colorado Public Library Directors meeting.

Programming

I asked Geneva to do some outreach to the preschools. She went to Wild Bear and another preschool attended an extra session storytime here at the library. I hope to make it a regular thing at the beginning and end of each preschool year. The CU Theater / Dance groups performed Don Quixote, The Awkward Years at the library on April 24th. It was well attended (30+). We held a Wildfire Preparedness Workshop on April 25th. Attendance was low. We cancelled the Emergency Preparedness Workshop that had been postponed due to snow.

The Q&A with a Master Gardner on May 5th brought in a handful of people. There were some comments online to have it on a weekend. The volunteers who do it determine what days they are available. But the Master Gardeners doing the Q&As in July and August will be here on Saturdays.

In the works

Death Café – a staff member is interested in taking the lead on the project. Several community members have expressed interest in it. The first one will likely be in July.

Quiz Night – slowly seems to be happening now that Salto's hours will be extended.

Minecraft – John's sons will help finalize the server. I'll buy licenses with the Foundation's donations and hope to start in June.

- Jim asked about the nature and purpose of the "Death Café," It is a facilitated discussion about death with the aim of transcending taboos. Topics may include living wills, etc.
- Approaches to statistics gathering were discussed:

It was clarified that "unique visitors" to the website refers to a differentiation between visitors on multiple devices or visitors who leave their connection to the website running such that they are logged in each time they open a browser, etc.

Google Analytics will possibly be a good tool to assess website use moving forward.

It was clarified that use of the Community Room is for apolitical and non-profit events, but encouraged for other events. Its use may be promoted more in the future. A projector is available to users.

The increase in visits/day is a normal seasonal trend, but traffic does seem to indicate healthy and generally increasing use.

"Passive programs," which have been quite statistically successful, were defined as programs that do not necessitate scheduled attendance, e.g. the Valentine's Day card-making station created by Geneva.



- John recommends considering “rules of engagement” for Minecraft once it is up and running, i.e. hours of availability and behavioral requirements re: noise level, etc. The inaugural event should likely be outside of normal operating hours, and a possible date is June 20th, but is currently TBA.

President’s Report:

None.

Vice President’s Report:

None.

Treasurer’s Report:

Andrea submitted the following written report:

1. As of April 30, 2015, we have approximately \$13,514 in our checking account. We have approximately \$282,003 in our Savings account, and \$82,390 in our Reserve Fund. Our Capital Fund Accounts have approximately \$59,134.
2. Income in April 2015 was approximately \$77,697 from Boulder County, \$250 from a grant, and approximately \$327 from copy/petty cash/fees/interest. Total Income for March 2015 = \$78,273.
3. April 2015 expenses totaled \$17,959. Of that, \$10,490 was for payroll, \$2615 for books and materials, of which \$1344 was for book purchase, \$1373 was for maintenance, of which \$920 was for janitorial, and \$1022 was for utilities.
4. Jay has been in touch with John Cutler who said we should receive a copy of the audit soon.

Karen advised the Board to reserve further discussion of the audit until Dani and Andrea can be present.



The group noted an added line for long-term maintenance. Jay and John have been discussing what long term maintenance is likely to entail and may ask that this line be made more granular as they continue to assemble information, including but not limited to advice from other library directors. There will be more discussion at the next regular meeting.

Library Board Liaison's Report

NEW BUSINESS

The Board and Director will renew efforts to review written policies, with the goal of 2 per month. Emily will maintain these in written, hard electronic copy, and cloud-based files. Karen will work with Jay on drafting and revisions.

OLD BUSINESS

A maintenance contract for the heating system has been sent to MTech.

The flushing of the heating system and installation of new boiler and sidearm should be completed at approximately the end of June.

Jay is comfortable with increased building maintenance responsibilities in the role of liaison to entities such as the owner's representative and maintenance contractors. The Board commends him for this work.

Forthcoming is a checklist from Bob Barrett concerning the remaining corrections needed for the heating system to function to its original design. Ideally the work will be completed by July 15th and there should be a one year warranty on these repairs and installations.

Interest in cooperative training with other Library Districts via the State Library system was reiterated. Jay will stay abreast of opportunities for the Board.

OTHER BUSINESS



Emily expressed interest in investigating cooperative lending programs with other area districts. Cooperative training events may be a good opportunity for networking and discussion.

ADJOURNMENT

John moved to adjourn the meeting at 8:12 p.m. Karen seconded and the motion passed unanimously.

The next regular Board meeting will be at 7 p.m. on June 24th, 2015.