



Nederland Community Library District Board of Trustees Meeting Minutes

6/15/15

The meeting was called to order at 7:03.

ROLL CALL

Present:

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

Library Director: Jay Mann

Absent: Emily Fidelman

PUBLIC COMMENT

None.

MINUTES

Jay mentioned the card renewal figures in the last minutes are not correct; to be updated by Emily.

Karen moved to approve the minutes with the above issue corrected. John seconded, with Cokey, Karen, Jim and John voting in favor. Andrea abstained from voting.

REPORTS

Library Director's Report:

Jay submitted the following written report:

Financial Audit – We received the draft report; the deadline is July 31st.



Building

At a meeting on June 5th Fransen Pittman approved the majority of things on the punch list that Bob Barrett created. Repairs are scheduled to start on June 22nd and are expected to take up to two weeks. The repairs are numerous (see the attached punch list) but the majority can be summarized as:

- Fixing the hydronic system
- Draining all fluids, flushing it, restoring it and then testing, adjusting, and balancing it. Among other things, this includes replacing boiler #1, adding a number of valves/filters to the system, and installing things to facilitate the addition and monitoring of inhibitors.
- Making a number of changes to the airflow system – the ERV (energy recovery ventilation) and VAVs (variable air Volume) – including balancing them and adjusting their sensors.
- Making a number of refinements to the automatic control system (very sophisticated thermostat). There are a number of optional repairs that the library would need to pay for. These differ from the other items on the punch list in that they were built to spec/correctly. In addition, the consensus at the meeting was for the library to pay a portion of a valve replacement.

Parking lot repair

Our options range from doing what we did last year – hand tamping – to a complete regrading that would involve bringing in many tons of asphalt and then rolling it. We have received a couple bids. The Town issues a short permit for regrading. I would recommend investing more now in order to save later.

Resource Sharing

John asked me to look into resource sharing and in particular the possibility of joining a larger library consortium. It looks like the costs of joining a consortium like Marmot are prohibitive. At the public library director's retreat there was a discussion on resource sharing. I ended up in a group with the State Librarian and the State Library's "Director of Networking and Resource Sharing." I brought up the idea of an online site where libraries could post, share, and access resources ranging from policies to programming.



The State Library seemed excited about the possibility and offered to host such a site. I volunteered to be on a committee to explore a state-wide resource sharing program.

Potential garden

A community member has offered to install six raised beds at a very reasonable rate and to maintain and water through the summer. There is the potential for us to create a community garden. I believe that there would be a great deal of interest from the community and opportunities to engage children, teens, and community organizations too.

Summer Reading Program

We have a good number of kids already signed up for the reading rewards portion; they fill out a contract with a goal for the number of books to read (or length of time) a week. It runs August 1st. They are prizes - incentives - involved. There will also be seven events for younger kids (11 and younger) over the next six weeks. The kickoff is tomorrow and the events will focus on this year's theme – Every Hero has a Story.

Technology

The server at the State Library that hosts our website is failing. Melissa is quickly finishing an initial version of our website in WordPress; it will be hosted by the State Library on a different server. Tech Tuesdays have picked up. Melissa is talking with Workforce Center Boulder with the intent of getting their curriculum material so that we can teach resume workshops here. We've started to look at 3d printers.

Stuff shelf

It is a work in progress / hasn't launched yet. Some examples of what libraries loan from their "stuff shelves" include cake pans, microscopes, telescopes, thermal sensors, artwork, and science kits.

Foundation

They hosted a volunteer appreciation dinner at Salto on the 11th. They are preparing for the large book sale on July 25th and 26th.



Networking and Collaboration

I attended the Colorado annual public library director's retreat on the 28th and 29th. It was nice to put some faces to people that I had spoken to by email or on the phone. It was also good to identify the libraries have similar issues – e.g. are writing a strategic plan.

I spoke with Mark Mabbett – the librarian at the Nederland middle / high school. He showed me the 3d printers they have and talked about their pros and cons. Mark and I are thinking that in the fall it would be nice to host a teacher's breakfast here at the library and give a joint presentation on the resources and services we provide teachers.

Policies

I identified some policies that could use a rewrite. The main ones include our Collection Development, Donation, and Volunteer policies.

In the works

Eliot Young has been studying Pluto for 25 years. A satellite is about to flyby Pluto. Eliot said that he would be happy to do a program here in the library.

On the proposal to have a garden run by James McVey with three raised bed boxes on the annex land and place \$500 towards this effort: This is to be on the North Side of the lot. The Board needs to know where the food goes after the harvest. Motion by John, seconded by Dani, with Karen Andrea and Jim in agreement. Cokey had to leave.

Parking lot: 2 years ago we paid \$4000 for a new parking lot, but it was not rolled. We can perform a minor repair with a hand tamp option, we can get a re-roll, or get a regrade and re-roll. Dani to call Mark Smith regarding options for the parking lot.

President's Report:



None.

Vice President's Report:

None.

Treasurer's Report:

None.

Library Board Liaison's Report

None.

NEW BUSINESS

Karen to check on the deed of the Library Annex property.

OLD BUSINESS

There are five additional modifications "RECOMMENDED MODIFICATIONS" from the June 1 memo:

1. Access to outside air intake and building exhaust louvers (for cleaning of screens)
2. Add CO detector in boiler room (NCL can install simple plug-in detector.)
3. Elec demand of water heaters: simultaneous 4.5 kW and Instahot @ 5.5 kW can draw the same electric demand as the ERV pre-heater! Recommend some sort of demand limiter on one or both devices.
4. CA/Vent extensions (for boilers) – above the roof. The pipes terminate per required minimum for boiler manufacturer, but they are actually too close together and products of combustion can be drawn into the combustion air at "down-canyon" wind conditions.



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- a. Recommend adding a CPVC extension to both vent pipes so that they terminate 12" above the highest CA inlet elevation.
 - b. Both CA and Vent pipes should have the bird screen installed (per installation recommendations). Add periodic inspection and cleaning of the vent terminal and air-intake screens in the PM matrix.

5. Relocate the sensors for the north and south "Library" zones. See B2CE memo on Sequence of Operation.

There was also the recommend that the Library pay 1/3 of total cost of item 2A:Provide submittals for certain new/replaced equipment.2 This equipment should be installed during system drain-down. Provide mixing valve function** for radiant panel HWST.

John motioned to set aside \$1500 towards recommendations 1, 3, 4, and 5, and 1/3 of 2A; and no more funds authorized until we get a full quote. (Item 2 was not approved). Seconded by Dani; approved by John, Dani, Andrea, Karen, Jim, and Corey.

The Board discussed and decided to continue to not have the optional policy statement in the Annual Audit. Andrea will have the revised Audit ready by July 16th 2015 for the Board's review.

OTHER BUSINESS

Dani to look into the southern portion of the annex land for a sitting area.

There will be a float for the Fourth of July; Jay to work with the reading group on details.

Emily to re-distribute the last strategic report from the retreat.

ADJOURNMENT

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

The next regular Board meeting will be at 7 p.m. on July 22nd, 2015.