



Nederland Community Library District Board of Trustees Meeting Minutes

7/23/15

The meeting was called to order at 7:00.

ROLL CALL

Present:

Library District Board Members: John Adler (7:30, by phone), 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 June 15th, 2015 meeting. Andrea seconded. Emily abstained. The motion passed.

REPORTS

Library Director's Report:

Jay submitted the following written report:

Building

MTech did a number of repairs since the last meeting. The main things are that they: ☉ Replaced the boiler. ☉ Installed some new valves and piping; installed a glycol feeder. ☉ Drained and then refilled the hydronic system with the proper mixture of glycol and



inhibitors. Please see the attached emails for details. Still to be done: ☺ Balance the system. ☺ Adjust the electronic controls. ☺ Test the system – particularly the radiant floor heating (which is done with thermal sensors). Bob Barrett has been in communication with MTech through the process. I've also been emailing Bob pictures of the progress. Bob was here at the library briefly on July 9th and anticipates one more visit.

Garden

There are now three raised beds that have been planted with food (mostly greens). Children from our storytime program have planted flowers in the circular plot. I spoke with the program coordinator of the Children's Garden at the Denver Botanical Gardens; she sent me some education / curriculum resources that I passed onto Celine. Children's Programming The summer reading program is going well. The final event / party will be on July 28th.

Technology

Melissa created a new website for the library. Please look it over and respond to her with any comments or feedback. We also have a new library catalog for the Colorado Library Consortium.

Foundation

Book sale the weekend of July 25th and 26th. They will not be paying the library's portion of the land this year.

Outreach

Roberta, her husband Dan, Celine, and a couple of Celine's friends marched in the July 4th parade. They handed out some bookmarks that had information about the library's storytimes & summer programs.

Robotics Workshop

The Nederland High School Robotics Club (Annette Frank) taught a robotics workshop to middle school for three hours each day during the week of July 12th. Around 20 kids



attended. Both Celine and Melissa met the kids. We hope to offer some future programming for them, both technological and other.

Policies

I finished a draft of a Social Media Policy – something new to us. I am still in the process of revising our Collection Development and Donation policies.

Jay explained the layout of tables for the upcoming booksale.

Jay recommended that the meeting room policy be revisited to ensure it doesn't allow for use by persons who may not be explicitly charging for an event, but are ultimately seeking profit, e.g. multilevel marketing presentations.

There will be an upcoming event on July 30th which will be something of a precursor to the Death Café, and at which interest in the topic can be gauged by attendance. It is called "The Joy of Transition: Making Friends with the Last Adventure of Life," and will be held beginning at 7 p.m. in the Community Room.

New art displayed in the community room was highlighted.

Jay asked the Board for comments on the new website and catalog.

A grant from the state, totally \$3000 last year, will be \$4000 for the coming year. Jay continues to look for grant opportunities.

President's Report:

None.

Vice President's Report:

None.



Treasurer's Report:

Andrea submitted the following written report:

1. As of June 2015, we have approximately \$10,991 in our checking account. We have approximately \$256,031 in our Savings account, and \$92,390 in our Reserve Fund. Our Capital Fund Accounts have approximately \$50,140.
2. Income in June 2015 was approximately \$77,781 from Boulder County, and approximately \$302 from copy/petty cash/fees/interest. Total Income for June 2015 = \$78,083.
3. June 2015 expenses totaled \$17,374. Of that, \$11,578 was for payroll, \$1876 for books and materials, of which \$1417 was for book purchase, and \$1476 was for maintenance, of which \$896 was for janitorial
4. Please review the audit that was sent out again last week. Please be ready to discuss and vote on the audit.

Andrea recommends that the budget carryover be better leveraged moving forward and asked the group to brainstorm on how these funds might be used. Imaging technology, solar energy, more long-term maintenance, events, especially those including music, and possibly paying off the land purchased in 2012 were all ideas. However it was agreed that a community survey needs to be completed to establish the best use of these and other funds. Jay recommends carrying out this survey both electronically and in print and holding focus groups with select individuals such as educators in the local school district. Jim also recommended seeking input from staff. Dani recommended it be carried out both in summer and winter to be sure to represent all community members. She redistributed the most recent iteration of the Strategic Plan so that the survey can touch on current library goals. Jay will send out a template survey. Initial survey results should be addressed at an upcoming Board retreat in approximately three months. Emily will determine the amount the Board has already voted on for a discretionary fund for Jay, which he can use for expenses related to the survey without Board approval.



The cost of MSEC support was reviewed and seems appropriate.

Andrea pointed out that spending on payroll has been low for some time, which may create opportunities.

The group discussed the 2014 audit and agreed everything looks correct. A strategic consideration in the upcoming year(s) may be to discuss other accounting approaches to book inventory, but this is not necessary to submit the audit at this time.

Cokey moved to approve the 2014 audit. Dani seconded, and the motion passed unanimously.

Library Board Liaison's Report

None.

NEW BUSINESS

The Board reviewed the Social Media Policy drafted by Jay with assistance from Karen. Some Board members found it confusing whether this policy referred to use of social media from patron terminals versus behavior and activity on social media used by library staff or representatives. Jay clarified that a disclaimer on public terminals covered social media use on public terminals, so this policy can remain limited in scope to library "social media software." Emily recommended wording this as the library's "social media sites and software," e.g. the library's Facebook account, to eliminate confusion. Dani and others were concerned about including a statement about the library's right to contact authorities if patron(s) were noncompliant with the policy, e.g. if a credible threat of harm were made on the library's social media site. The group discussed and agreed that this was implicit in such sites being public forums. Jay may look into working to making this explicit in policies in general moving forward, should it be desirable. Dani recommended adding a parenthetical reference to "NCL" in the first reference to the library's full name. Emily moved to approve the policy with the aforementioned changes. Karen seconded, and the motion passed unanimously. The policy is attached to these minutes and will be publically posted.

OLD BUSINESS



Jay gave the Board a tour of the boiler room and pointed out new and replaced components of the heating system. He summarized emails with MTech and Bob Barrett concerning repairs performed and final steps, and presented the prices for the part of the repairs for which the Board accepted responsibility, which did come out under the allocated \$1500. Dani recommended that once final steps, as laid out in the Director's report, are completed, an agreement with all involved parties that the system is fully functional should be secured so that an official date for beginning warranty coverage can be established. This may require a Special Meeting in the next month, but involved parties may be able to attend via conference call. Jay recommended taking any additional pay for Bob Barrett out of the Annual fund rather than the Construction fund, which is more firm.

Jay has gotten quotes for paving the parking lot. The use of a steam roller versus hand-tamping, asphalt versus concrete pricing, whether to phase the asphalt delivery and initial tamping and steam rolling by one or more contractors, and the relative prices thereof were discussed. Timing was a factor in decisions, as we'd prefer to have the work completed by the upcoming book sale, and patron complaints have been received for quite some time. Dani moved to approve \$600 for asphalt delivery and hand-tamping to be completed in time for the sale. Karen seconded, and the motion passed unanimously. Jay will contact another contractor, Dan Martin, for a quote to complete rolling.

Furniture for the Children's Area has been determined for certain to come in for under \$3000 including shipping. The group reviewed the Board's input concerning aesthetics and impact on spaces or services. Unfortunately the scale drawing of the furniture has been lost, but had been created, and Jay assures the Board that it showed everything would fit.

Quotes are still pending for iPad tables, but Jay is proceeding with this project as already approved.

OTHER BUSINESS

Jim offered to host a potluck for the Board and others at his home with a tentative date of Friday, August 28th.

ADJOURNMENT

Emily moved to adjourn the meeting at 8:35 p.m. Jim seconded and the motion passed unanimously.



The next regular Board meeting will be at 7 p.m. on August 26th, 2015. A date for a possible Special Meeting about the heating system is TBD.

ATTACHMENT:

Social Media Policy

1.0 Purpose:

The Nederland Community Library offers social media for educational, cultural, civic and recreational purposes. This policy ensures the proper use of NCL's social software.

2.0 Definitions:

Social media is defined as any web application, site or account offered by the library that facilitates the sharing of opinions and information about library related subjects and issues. This includes formats such as blogs, listservs, websites, social network pages or posts to community reviews and patron ratings of library materials.

3.0 Policy:

Library social software tools provide a limited (or designated) public forum to facilitate the sharing of ideas, opinions and information about library-related subjects and issues. Comments are moderated by library staff and the library reserves the right to edit, delete, move or close any comment at any time without warning or explanation. Violation of the Social Media Policy may result in warnings or exclusions as outlined in the *Rules of Conduct Policy*.

Rules for posts and commenting

Comments and posts containing the following are unacceptable:

1. Copyright violations
2. Commercial material
3. Obscene or profane posts
4. Specific and imminent threats
5. Intentionally misleading information, libelous or defamatory content
6. Verbal abuse, personal attacks, name-calling or harassment
7. Spam and multiple disruptive or repetitive messages



Patrons are strongly encouraged to protect their privacy when commenting or posting on social software tools.

By choosing to post or comment you agree to these rules.

4.0 Attachments: N/A

5.0 Revision History: Rev -0- Initial Issue