



Nederland Community Library District Board of Trustees Meeting Minutes

1/27/16

The meeting was called to order at 7:00 pm.

ROLL CALL

Present:

Library District Board Members: John Adler, Andrea Begin, Emily Fidelman, Karen Fletcher

Library Director: Jay Mann

Absent: Dani Dillon, Jim Elder, Cokey Stapleton

PUBLIC COMMENT

No comments in person, electronically, or by phone.

MINUTES

Andrea moved to approve the December 9th, 2015 minutes. Karen seconded, and the minutes were approved.

REPORTS

Library Director's Report:

Jay submitted the following written report:

Building



The feedback from staff and patrons is that it is now warmer in the library than normal. Control Solutions has lowered some of the set point temperature to see if that improves things.

Electricians – a couple have come by (to bid on putting a limiter on the domestic water heater, install an UPS on the controls in the boiler room, and install some new outlets for the computer tables). I hope to have their formal quotes by the board meeting.

I received a proposed warranty letter from Tim Williams yesterday (the 22nd). He is asking for our and Bob's feedback.

I'm looking into the possibility of installing a retractable ladder to the attic. In addition to facilitating the maintenance of the HVAC, it would open up the possibility of using the space for storage.

2015 Budget

The significant additional expenses this year included paying off the land (\$9,000), creating a land development fund (\$10,000), creating a long term maintenance fund (\$10,000), and the building consultant fees (\$5,000 of which came from the general operating funds).

Children's Programming

The Chess and Board Game Group's attendance has dropped, primarily due to basketball and hockey seasons starting. Celine found a teacher for an afterschool math enrichment program called Crazy 8's. It filled up quickly with a dozen children and is going well. It meets weekly through March 1st. Battle of the Books has started. We now have a 3d printer and some electronic kits called LittleBits. We hope to launch both in a couple months.

Adult Programming

We screened the first two episodes of the final season of Downton Abbey. There were scones, tea, and some of the (20) attendees were in period costume. On a related note, we now have a movie license for the year.



Trivia Night at Salto – there were four teams. Salto is interested in hosting them on the fourth Friday of each month. It would be an opportunity to partner with local nonprofits.

Foundation

The Colorado Gives / end of year drive was successful. The Foundation will be hosting a wine tasting and food pairing for the Mountain Midlife Group at the library on Saturday, February 6th. If you are interested in being involved please let me know.

Outreach

On Tuesday the 26th I will be attending a kickoff meeting for a resource sharing group at the State Library. One initial idea is to build a website from which public libraries could access policies, procedures, and programming ideas.

Staff

The feedback on the volunteer appreciation dinner at Crosscut was positive. I used the remainder of that budget to give each volunteer a gift card at Boulder Bookstore. On January 11th, Suzie Belladonna's sister emailed and called to say that Suzie would be out for an indeterminate amount of time due to a family emergency. I have not heard directly from Suzie.

Jay highlighted, from the month's statistics, the increased DVD and e-resource circulation. New cards have remained stable.

Jay has received now three bids from electricians. None were experienced at installing water heater limiters. Jay will continue to investigate.



Jay was comfortable accepting the warranty on the heating system as beginning in Oct. 2015, however the Board will table this issue until Dani is present to discuss it, as she put much time and effort into having the system repaired. The Board contacted Dani by phone and agreed to discuss the proposed warranty until the next meeting.

There was a consensus that the installation of a retractable ladder was a great idea worth pursuing. The Board will need to hold a vote once Jay can provide an actual, versus estimate, cost.

The group discussed the nature of the movie license and related copyright issues, which will be investigated moving forward. Emily suggested using the library spaces to view MOOC's as well.

Jay clarified that partnering with non-profits re: Trivia Night at Salto might include soliciting questions from these groups.

John recommended that the Board encourage the Foundation to spend its normal annual \$3,000 donation on outreach events in the coming year. The budget may need to be adjusted to reflect this if the Foundation agrees.

Jay has contacted graphic designers about pricing for designing fliers and other marketing materials, especially related to the community survey. Board members are encouraged to recommend graphic designers.

John agreed to help Jay plan for the Board Retreat, currently scheduled for May 15th. Changes in date may still be considered. Emily and others should begin to zero in on a venue.

John recommended hosting free tax help services at the library, and Jay agreed that this might be a popular service.

President's Report:

None.

Vice President's Report:



No written report.

Treasurer's Report:

Andrea submitted the following written report:

1. As of December 2015, we have approximately \$9,120 in our checking account. We have approximately \$153,775 in our Savings account, and \$82,390 in our Reserve Fund. Our Capital Fund Accounts have approximately \$50,152.
2. Income in December 2015 was approximately \$1813 from Boulder County, and approximately \$322 from copy/petty cash/fees/interest. Total Income for December 2015 = \$2135.
3. December 2015 expenses totaled approximately \$32,589. Of that, \$11,657 was for payroll, \$3991 for books and materials, of which \$2530 was for book purchase, \$7847 was for maintenance, of which \$1388 was for janitorial and \$5302 for repairs, \$3626 was for equipment, of which \$2657 was for computers/printers and \$2246 was for program development, of which \$1055 was for volunteer recognition.
4. Please review our Budget vs Actual. Our numbers continue to look good.
- 5) Please review the 2015 and 2016 budgets that Jay sent via email.

In tandem with her report, prepared with help from Jay, Andrea and Jay highlighted changes, including distribution of at large carryover for 2016 into the categories discussed in the December meeting.

Karen asked about the nature of TABOR and why the budget for this amount remained stable year to year. Andrea explained that it is a legal requirement for 3% of the budget be saved as TABOR for reserves.



It was noted that the 2016 budget does not yet reflect a matching retirement benefit contribution for the Library Director.

Karen noted that gas and electric expenses were lower than expected, and the group discussed that this may be a result of the heating system functioning more efficiently, climate, or precautions taken to prevent overspending after previously going slightly over budget.

Andrea reported to the group that professional and personal commitments may begin to be at odds with responsibilities to the Board, especially re: meeting times. She suggests that the Board begin to look for a new Treasurer, whether that be from existing members or a new member. She would be willing to serve as ex-officio and help to train the new Treasurer in this role. She recommended resources, including the Colorado State Library for training and Accounting Specialists for logistical support. She elucidated the level of skill and time commitment necessary, which varies depending on the time of fiscal year and other external factors, but which she has found manageable during her term to date.

Library Board Liaison's Report

None.

NEW BUSINESS

At 6:13 p.m., Karen moved to open a Budget hearing. John seconded and the motion passed unanimously.

Emily moved to approve the final 2015 budget. John seconded and the motion passed unanimously.

Roll call vote:

Andrea – Yes

Emily – Yes

Karen – Yes

John – Yes



The group discussed the 2016 budget, updated 1/15/16.

Andrea explained a sum of \$5,000 budgeted for bond redemption could only be spent on bond redemption. It carried over from 2015 to 2016 and should carry over to 2017 as well.

Jon asked about the reduction in funds put toward the adopt-a-magazine program, and Jay clarified that it was reduced for lack of use, but that the program would not be eliminated.

Jon confirmed that the increased budget for the DVD collection had proven successful re: use, and that the Lynda.com subscription is still pending. The library is subscribed and in the set-up process.

Jay explained an increase in funds for grading in the parking lot for the coming year is so that it can be correctly graded with consideration of drainage. It will likely only need to be maintained moving forward.

Jay gave detailed reasons, about which the Board was enthusiastic, for increasing the professional development budget, including participation in the national Public Library Association Conference, held in Denver this year. More training for Trustees is also encouraged.

Adult programming, Jay explained, shows an increase to solicit authors and other speakers.

John clarified that internet is paid out of the telecommunications budget.

John moved to approve the 2016 budget with the revision of a minor typo, wherein bond redemption carryover from 2015 was accidentally listed as 2017. Karen seconded, and the motion passed unanimously.

Roll call vote:

Andrea – Yes

Emily – Yes

Karen – Yes

John – Yes

Karen moved to close the budget hearing at 7:50 p.m. Emily seconded and the vote passed unanimously.



The group revisited the list of existing policies. Karen agreed to continue to be a point person concerning policies. Collection Development Policy is in need of updates, but because of overlap with Donations Policy, there may be complications, and a 3D printer policy is necessary before the newly acquired printer can be used. The group agreed that the 3D printing policy should take priority and be drafted by the February meeting.

OLD BUSINESS

None.

OTHER BUSINESS

None.

ADJOURNMENT

Jon moved to adjourn at 8:35. Emily seconded, and the motion passed unanimously.

The next public meeting will be held February 24, 2016 at 7 pm.