



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

12/09/15

The meeting was called to order at 6:58.

### ROLL CALL

Present:

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

Library Director: Jay Mann

Absent: Jim Elder

### PUBLIC COMMENT

No comments in person, electronically, or by phone.

### MINUTES

Andrea moved to approve the October minutes. Karen seconded. Dani abstained due to absence at the October meeting, and the minutes were approved.

### REPORTS

#### Library Director's Report:

Jay submitted the following written report:

#### Building

Please see the Nov 21st email that is attached at the end of this report. On November 20th, after the tests were done our consultant Bob Barrett felt comfortable with the controls (with the caveat that there will be some tweaks, especially in the summer months). Because of these expected tweaks he recommended that we get a service



plan with Control Solutions for the first year. They offer two annual plans - \$4,800 which covers 4 hours of work per month and \$2,400 which cover 2 hours of work per month.

In a November 24th email to Tim Williams (Fransen Pittman) and myself, Bob said, "In my opinion, the 1 year warranty "clock" on beneficial occupancy started with last month's "final" balancing observation (on October 21st)." Tim emailed us the following offer, "I will have our folks provide a supplemental 1 year warranty letter for the controls, boilers and associated piping, chemical treatment system and the actuator replacement for the period beginning October 21, 2015 and ending October 21, 2016." I accepted it and Bob seconded.

Still to decide – do we want to put a limiter on the domestic hot water heaters to minimize the risk of exceeding our kW threshold [which would trigger an alternate and likely higher billing plan]? This would be at our expense.

#### Computer Bar

Two tables have arrived and they look great; they were done by local woodworker Loran Smith. The next step is to order some stools and hire an electrician to put in some new outlets.

#### Community Survey

The survey has been written, I've lined up a printer, and identified a couple options for using the USPS for the mailer. The main thing that remains is designing the flier; the printer gave me a list of graphic designers.

I received a scholarship to attend a three day workshop next October (2016) at the Research Institute for Public Libraries. It is hosted by the Colorado State Library and will focus on "designing outcome-based evaluation of programs and services, assessing the needs of your community, and using data and stories to document the impact of your library."

#### Land

We received the Release of Deed of Trust document. The quote for liability insurance on the land (from the same broker that does our property insurance) is \$650.

#### Financial



Our Fitch Rating came out as an A. "The district has a track record of outperforming its budgets. Fitch expects conservative financial management to continue and result in generally break-even operations and maintenance of sufficient reserves."

#### Children's Programming

The Chess and Board Game Group has been going pretty well. Attendance has varied from 8 to 17. On October 24th Playground Theater did a Halloween performance - there were 35 children. Celine also had a number of events including a costume party (40 participants) the week of Halloween.

#### Teen Programming

We held a Magic The Gathering Tournament on December 4th. Thirteen teens - from both Teens Inc. and the Nederland Middle / High School showed up.

#### Adult Programming

I spoke to the Peak to Peak Healthy Community Groups about the financial literacy programming we will be doing. They are very interested in partnering on it and will give some feedback on what topics they think will benefit our community the most.

I emailed the public library directors' list about partnering on the cost of author talks. Both Longmont and Boulder reached out. Longmont's suggestion was too expensive - \$4,500 for author Craig Johnson.

Trivia Night @ Salto's. Friday January 8th from 6-8 p.m.

#### Foundation

The Foundation had a book sale table at the Holiday Mountain Market. There will be several changes in their board leadership next year, specifically in the President, Vice President, and Secretary positions.

#### Outreach

I contacted the person who can set up a memorandum of understanding between us and the schools so that we can send information home in their Friday Folders.

#### Staff



Suzie Belladonna started on 11-17-15. She's been familiarizing herself with our computers and networks and has been virtually introduced with Lynda McGinley. She is preparing recommendations for year-end purchases including a 3D printer, a couple chrome books, and the balance of our computer and equipment budget. We have hired a new teen assistant so are back up to four. And we have two new volunteers so are back up to ten.

Jay clarified that Fransen-Pittman would be replacing the actuators for the heating system. Concerns were raised as to whether the warranty will cover the controls as well as components. Bob will be contacted about the specific parts and start time for the contract/warranty. Dani asked about Paul Wember's involvement moving forward. He will not be involved, but his significant contributions post-construction were acknowledged.

Places for in-person distribution of the community survey were suggested, and included the Community Center theatre, grocery store(s), and RTD stops. The feasibility of these venues will be investigated.

A request to hold a wedding at NCL was discussed, and the group feels that it is an acceptable use of the space if it does not interfere with operations.

In addition to the teen programming listed, the library is hosting a group called "Crazy 8's," which provides math assistance and enrichment.

#### President's Report:

Dani reported that she'd communicated with Susan Gerhardt about a 5<sup>th</sup> anniversary celebration for the library in its new location to be held on January 9<sup>th</sup>. There will be 70 confirmed attendees and possibly another estimated 70. The Board was asked to contribute funds, and feels that part of the event should be open to the public if the Board will contribute financially, but is willing to contribute if these details are addressed.

#### Vice President's Report:

No written report.



### Treasurer's Report:

Andrea submitted the following written report:

1. As of November 30, 2015, we have approximately \$10,986 in our checking account. We have approximately \$181,948 in our Savings account, and \$82,390 in our Reserve Fund. Our Capital Fund Accounts have approximately \$50,148.
2. Income in November 2015 was approximately \$4660 from Boulder County, \$4000 from youth grant from the state and approximately \$258 from copy/petty cash/fees/interest. Total Income for November 2015 = \$8918.
3. November 2015 expenses totaled approximately \$107,514. Of that, \$10,271 was for payroll, \$1538 for books and materials, of which \$837 was for book purchase, \$1087 was for maintenance, of which \$944 was for janitorial, and \$92,010 was for the second bond payment in 2015.
4. Please review our Budget vs Actual. Our numbers continue to look good.
- 5) Please review the final 2016 budget sent by Jay as we will be voting on the resolutions at the meeting on 12/9/15.

### Library Board Liaison's Report

None.

#### NEW BUSINESS

Dani moved to hold a budget hearing. Emily seconded and the motion passed unanimously.

There was discussion of specifying items in the "Miscellaneous" category, which can be done as they are identified, and may include a line item for bond redemption.

The Board should look into flood insurance coverage, but the budget does cover long term maintenance related to the creek.



A building audit may be more expensive than expected because considerations are not restricted to HVAC, but include structural concerns.

RESOLUTION TO ADOPT THE 2016 BUDGET FOR THE BOULDER COUNTY  
NEDERLAND COMMUNITY LIBRARY DISTRICT

Emily moved to approve the budget. Dani seconded, and the motion passed unanimously.

Roll call vote:

Dani – Yes  
Andrea – Yes  
Emily – Yes  
Karen – Yes  
John – Yes  
Cokey – Yes

RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS FOR  
THE BOULDER COUNTY NEDERLAND COMMUNITY LIBRARY DISTRICT,  
COLORADO, FOR THE 2016 BUDGET YEAR

Roll call vote:

Dani – Yes  
Andrea – Yes  
Emily – Yes  
Karen – Yes  
John – Yes  
Cokey – Yes

RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2015, TO  
HELP DEFRAID THE COSTS OF GOVERNMENT FOR THE BOULDER COUNTY  
NEDERLAND COMMUNITY LIBRARY DISTRICT, COLORADO, FOR THE 2016  
BUDGET YEAR

Roll call vote:

Dani – Yes  
Andrea – Yes  
Emily – Yes  
Karen – Yes  
John – Yes



Cokey – Yes

#### CERTIFICATION OF TAX LEVIES FOR NON-SCHOOL GOVERNMENT

Roll call vote:

Dani – Yes

Andrea – Yes

Emily – Yes

Karen – Yes

John – Yes

Cokey – Yes

Dani moved to end the budget hearing. Emily seconded and the motion passed unanimously.

#### OLD BUSINESS

John presented the long-term maintenance plan he's researched in light of similar library districts' plans and general information on maintenance costs. The group again discussed whether that budget should include a building audit. He recommended adding \$866.67 for an insurance policy for use of the land purchased in 2012. Andrea moved to approve. Emily seconded, and the motion passed unanimously.

#### OTHER BUSINESS

John suggested setting a firm date for a meeting to update/establish a Strategic Plan. Given the possibility of using additional tax funds to survey the community, a tentative date of May 15<sup>th</sup>, 2016 was set. There will be further discussion of time, place, and agenda in future meetings.

#### ADJOURNMENT

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

The next public meeting will be held January 27<sup>th</sup>, 2016 at 7 pm.