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

4/27/16

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

### ROLL CALL

Present:

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

Library Director: Jay Mann

Absent: Andrea Begin, Dani Dillon, Jim Elder

### PUBLIC COMMENT

No comments in person, electronically, or by phone.

### MINUTES

Emily approved February minutes in absentia. John seconded, and the motion passed unanimously.

### REPORTS

#### Library Director's Report:

Jay submitted the following written report:

#### Building

The building has generally been comfortable. The snow caused some brownouts which may have affected our supply fan (it stopped working). M-Tech came out to reset it and it seems to be doing ok since then.



## Community Survey

284 people responded online and by paper. Some of the preliminary results from the respondents include:

- 60% use other libraries.
- The top 3 reasons for visiting the library were to check out books, other materials (DVDs, magazines, etc.), and to read, study or work in the library.
- Nearly 50% do not use our website.
- The biggest reason given for not using the library more was our hours do not fit their schedule.
- 66% said that the best way to let them know about upcoming events is the email newsletter.
- 72% were very satisfied (highest possible choice) with the library staff.

We also got a number of suggestions for classes and programs, on topics ranging from gardening to language to climate change. A lot of people requested that we be open on Sunday.

After analyzing the survey I will post a summary of the results on our website (and in the newspaper?) as well as responses to the common questions. I would like to look at some demographic data – apparently there is a woman who did a master’s degree in planning that focused on the demographics of Nederland – and gather some more detailed information via focus groups.

## Children’s Programming

The Meaningful Mathematics program (afterschool math enrichment for 3rd to 5th graders) has been well received. Playground Theatre gave a performance at the library on Earth Day. Celine has been doing a lot of great outreach at the local schools and preschools. We will be hosting art from students from the Nederland Elementary and Middle/High from April 27th to April 30th.

## Adult Programming



Trivia Night at Salto: March had 10 teams (36 people) and April had 5 teams (19 people). Wes Steifer did a great job teaching a series of five financial literacy workshops with the Common Cents curriculum. We averaged around 15 people each. Hopefully he'll be able to teach some other courses in the future, e.g. managing student loans / debt, eating healthy on a budget. Meanwhile, I used some of our grant money to buy a number of books on topics such as basic finances, investing, and retirement for our collection.

### Library Foundation

Their volunteer appreciation dinner had 30+ people. The annual book sale will be on July 30th and 31st.

They are looking at getting a custom bench made for Jean Foss's memorial.

### Training

Celine and I both attended the Public Library Association conference in Denver. This conference is held twice a year and is attended by public librarians (over 8,000 this year) from around the country. It was a great opportunity to network, learn about new ideas, and to be get some perspective.

Outreach I've continued to work on a committee (that includes people from the Colorado State Library) that is creating an online resource sharing house. The idea is that libraries across Colorado will be able to access policies, programming ideas, recommended consultants, etc.

### Comment:

Given requests for additional Sunday hours, John recommended revisiting the parking arrangements. (Cavalry Chapel has been leasing use of a portion of their lot to the library during hours less frequented by church patrons). Need for Sunday parking should be assessed, especially during summer.

Jay has investigated NSF grants supporting accessibility of science materials in rural areas.



The question of setting expectations for continuing education in positions supporting the Director, with an eye toward potential salary increase in those positions, was raised and briefly discussed. The group expressed support for these possibilities, moving forward. In the absence of all Board members, no firm plan has yet been established, and funding needs to be secured or approved.

Survey response rates were commended, and enlisting the assistance of Jay's contact with demographic expertise is welcomed.

President's Report:

None.

Vice President's Report:

No written report.

Treasurer's Report:

Andrea submitted the following written report:

1. As of March 31, 2016, we have approximately \$6,599 in our checking account. We have approximately \$156,102 in our Savings account, \$10,000 in our land development fund, \$10,000 long term maintenance fund and \$82,390 in our Reserve Fund. Our Capital Fund Accounts have approximately \$50,158.
2. Income in March 2016 was approximately \$26,613 from Boulder County and approximately \$254 from copy/petty cash/fees/interest. Total Income for March 2016 = \$26,866.
3. March 2016 expenses totaled approximately \$19,564. Of that, \$10,923 was for payroll, \$3169 was for maintenance, of which \$960 was for janitorial and \$1609 was for repairs, and \$2743 was for materials, of which \$1333 was for books.
4. Please review our Budget vs Actual. Our numbers continue to look good. We have already earned 96% of our goal for the specific ownership tax, general fund.
5. The audit this year will take place in May 2016.



### Library Board Liaison's Report

None.

#### NEW BUSINESS

The group discussed a subscription, running approximately \$900/year, to Mango Languages eBooks. The Board generally supports subscribing to this resource.

#### OLD BUSINESS

Discussion continued concerning the use of land adjacent to and owned by the library in connection with donations towards a personal memorial for a community member, education garden, or bench space. No firm decisions are yet made. A celebration of the land purchase and plans for use will be tentatively planned for August.

Policy review has stalled for some months in light of other priorities in the library (personnel, HVAC), as well as weather and holiday travel. The Board would like to see this regularly scheduled again. Karen and Cokey have generously volunteered to work on the Gifts and Donation policy in the coming month with Jay as reviewer, and to begin to review policies with the goal of 2 policies per month, moving forward, under normal circumstances.

The date for the Board retreat, originally scheduled May, has been postponed, given extenuating circumstances for many Board members during April and earlier meetings in the spring. We are not able to nail down a firm date for a May retreat. Emily will locate previous retreat documentation and share with the Board and Director prior to the next retreat.

#### OTHER BUSINESS

The group brainstormed recruitment strategies for new Board members at Karen's recommendation. Ideas included the NCL newsletter. Emily (Secretary) can help to establish "Trustee Corner" postings here as well.



John explained coding issues for installing solar panels related to residential versus commercial properties, which greatly influences pricing.

It may be useful to compile a directory of grant resources, esp. re: DIY interests in the community, including wildfire preparation kits. On a related note, John recommends a climate change related lecture series, potentially including state climatologist(s). Jay is looking into a screening for a 90 min. film on water rights, and Emily will also look into contacts for lectures.

#### ADJOURNMENT

Emily moved to adjourn at 8:25. John seconded, and the motion passed unanimously.

The next public meeting will be held May 25<sup>th</sup>, 2016 at 7 pm.