



Nederland Community Library District Board of Trustees Meeting Minutes

7/27/16

The meeting was called to order at 8:00 pm.

ROLL CALL

Present:

Library District Board Members: Dani Dillon, Jim Elder, Emily Fidelman, Karen Fletcher

Library Director: Jay Mann

Absent: John Adler, Andrea Begin, Cokey Stapleton

PUBLIC COMMENT

Dana Edwards, who has expressed interested in joining the Board of Trustees, introduced herself and was welcomed.

MINUTES

Cokey was unable to present minutes, taken graciously in Emily's absence, for the June 22nd meeting, due to Cokey's own absence at this meeting. June minutes will be submitted for approved along with July's minutes at the August meeting.

REPORTS

Library Director's Report:

Jay submitted the following written report:

Building



The direct evaporative cooler stopped working this week. Hopefully M-Tech will be in to fix it soon.

Audit

Andrea and I looked over the audit. It looks good and the Auditor answered a couple questions. If the audit is approved by the board at the July meeting it will be submitted on time; otherwise we will need to apply for an extension.

Construction in front of the library

For the past few weeks they have been working on replacing the culvert that runs parallel to 72 in front of the library. They seemed to have finish that replacement and are in the process of putting a gravel sidewalk over that. I was told that once that is done they will be paving the entry and exit from the library. On Wednesday, July 20th (before we opened) I went outside to ask what was going on as the construction workers were all standing around looking worried. They said that they had a utility strike (gas line). When I went back inside we could smell gas strongly in the building so I called 911 and we left the building. The construction crew had called 911 too. The responders said that it was a nonexplosive leak and came in with some gas sensors and confirmed that the library could open as normal.

Community Survey

I've gotten behind on this. I'm trying to track down a graduate student whose thesis looked at the demographics of Nederland.

District Boundary

I retained Richard Lyons with the initial monetary limit that the board set last meeting. He returned an opinion which I forwarded to the attorney at the state library. She would like to clarify some things with him before we take action because it has the potential to set precedent for other libraries across the state.

Fire

I closed the library a bit early (20 minutes) the afternoon the fire broke out (July 8th) because we didn't have any power. I brought over some games for children that afternoon to the evacuation center. On Monday I brought over some books too. The



following Monday – Wednesday we stayed open from 9 am - 8 pm. We dedicated a patron computer to fire information (e.g. the Boulder OEM page) and posted the latest information there and on our bulletin board. We also offered an afternoon movie for families a couple days which seem to be appreciated by the parents.

I'd like to get some photograph / slide scanning equipment as well as VHS and DVD to digital converters.

State Park Passes

They are circulating well and we have three patrons in the hold queue

Children's Programming

The Summer Reading Program events are going well. They have ranged from puppets to cheese making, a magic show to health. The final party will be on Thursday, August 4th. Celine will be doing outreach to the homeschooler community soon. And she will be starting some makerspace / electronics sessions soon too.

Adult Programming

Venice Kelly gave a photography presentation on the alpine butterflies that she has seen in our area. It was well attended (30+ people)

Future programming – Bonnie Sundance proposed having a science lecture series. A couple local scientists are interested in giving talks / discussions. They also said that they know of many other scientists in the area who likely would be interested too. The idea is to have a couple lectures a month in September, October, and November.

Grants

United Way Community Resilience Grant: I've contacted a number of tool libraries to ask them what their challenges are, what type of insurance they have, etc. I've visited the one in Boulder and hope to visit the one in Denver soon. And I contacted our insurance agent to get some quotes on what the insurance would be.



Jay highlighted that we have already gone over budget on DVD's, but this collection has proven to be very high circulating already, and start-up costs to establish an initial circulating collection should also be considered. Dana asked about what types of DVD's were most popular, and Jay anecdotally reported that generally videos for adult audiences were more popular.

Jay has been in touch with an attorney with the Colorado State Library concerning the issue of the Library District Boundary, and the main question is whether or not clarifying wording would create issues of precedent. Investigation continues and the issue will be revisited at the next Board meeting.

During the first week following the fire, Jay and his staff noticed an increase in traffic, but nothing unmanageable. All initiative taken to bring resources to evacuees and provide them with resources and relief on-site were much appreciated! Moving forward, Karen recommends fire safety and fire ban information should be remembered for public bulletin boards and other spaces in the library used by campers. Speakers who could be invited might include representatives from the local Saws and Slaws group or Fire Department, as suggested by Dana, and should focus on emergency preparedness/ evacuation planning as well as prevention as recommended by Dani. Jim proposed that a community scrapbook with photos and narratives from those affected might be a project for the library to steward, possibly in association with the Historical Society.

Jay's idea for media conversion resources was well received. Jay may start by purchasing at least one CD converter.

Emphasis was placed on the intention that the Science Lecturer series planned for the fall should focus on positive, experiential subjects.

Jay continues to look in to possibilities for offering a Tool Library. Considerations include liability, demand, programs surrounding this resource, staffing, and how to handle donations.

The Board thanks Jay for his handling of the non-explosive gas leak under the front street and sidewalk, and there was continuing discussion of the ideal surfacing for that area.

President's Report:



No written report.

Vice President's Report:

No written report.

Treasurer's Report:

Andrea submitted reports accounting profit, loss, and balances. The groups reviewed and discussed these, and raised no concerns.

Library Board Liaison's Report

No written report.

NEW BUSINESS

None.

OLD BUSINESS

The Community Room Use Policy (attached as an amendment) was discussed, and wording around the use of the space for politically, culturally, or otherwise partisan issues was revisited. The room should be restricted to groups whose focus is non-profit, but groups who may not be completely neutral concerning issues discussed are not excluded from using the space. The policy will be slightly revised to reflect these concerns. Emily moved to adopt the Community Room Use Policy as revised. Dani seconded and the motion passed unanimously.

OTHER BUSINESS

Dani made a motion to confirm Dana Edwards as a voting member of the Board. Her membership should be effective inclusive of votes made at this public meeting. Karen seconded and the motion passed unanimously. The Board will notify the Boulder Country Commissioners of her appointment.

Dani moved to approve the 2016 audit. Jim seconded and the motion passed unanimously.



Jim Elder notifies the Board of his resignation, effective immediately upon adjournment of the meeting. The group thanks him for his service and wishes him a fond farewell.

Dani resigned from Board Presidency. The Board thanks her for her service and leadership. As her last movement as Board President, she moved that Karen assume Board Presidency. Emily seconded and the motion passed unanimously.

Jay will begin to look for pavers to honor members of the group who will no longer be serving on the Board, but whose efforts will surely continue to ripple through the Nederland Community.

ADJOURNMENT

At 9 p.m., Karen moved to extend the meeting by 15 minutes. Dani seconded and the motion passed unanimously.

Emily moved to adjourn at 9:10 pm. Karen seconded, and the motion passed unanimously.

The next public meeting will tentatively be held August 15th, 2016 at 7 pm, with August 22nd, 2016, 7pm as a back-up date.

AMENDMENT: Community Room Policy

Nederland Community Library District - Policy

Approved by the Board of Trustees on July 27th, 2011.

Community Room Policy

1.0 Purpose:

The Nederland Community library has a community room available for use. Its use is to be consistent with the library's mission, including promoting literacy and strengthening



our community through education, self-improvement, cultural and charitable events, business meetings, civic undertakings, and the free expression of all points of view.

The Nederland Community Library District is a governmental entity and as such, all activities conducted in the community room shall be done in accordance with all applicable laws and shall be conducted on an equal opportunity basis.

Commercial use for the purpose of sales or solicitation is not permitted.

2.0 Definitions: NCL = Nederland Community Library

3.0 Policy:

Rules of Use

We welcome individuals and groups to use the facility, with the following conditions:

- * No products or services may be advertised, solicited or sold, with the exception of books and other resources sold at library sponsored or related events.
- * No fundraising programs may be held in the community room except for library sponsored events, such as the Friends of the Library book sales.
- * Fees to cover the cost of study materials used in classes, workshops, conferences and similar events can be collected by non-profit and governmental organizations; however, the purchase of study materials may not be a requirement for attendance and/or registration. Permission must be obtained in advance through library management.
- * The community room must be reserved by adults 18 years old or older.
- * Juvenile groups (18 and under) must have an adult sponsor who will be present during the use of the room.
- * Children must be supervised at all times by adults in their care.
- * The Library is not responsible for any equipment, supplies, materials, clothing or other items brought into the library or community rooms by individuals sponsoring or attending the meeting.



* Use of the community room by outside groups does not constitute the Library's sponsorship or endorsement of viewpoints expressed by participants in programs. Groups may not imply that the Library sponsors their meeting. Publication of misleading notices and advertisements will be considered a violation of these rules and future use may be denied. The Library phone number may not be given for contact purposes without prior approval

The following statement is to be included on any/all promotional materials, including, but not limited to signs/posters, flyers/mailings, press releases, online promotions, etc.: [Event] is funded and presented by [organization/individual] and is not sponsored by Nederland Community Library. For more information, please contact [insert your contact name and phone numbe]; do NOT include library contact information.

* Library personnel have free access to enter the community room at any time.

* Library sponsored and co-sponsored programming and activities will have first priority in scheduling room use.

* Individual use. There are some activities – such as a Skype job interview – where individual booking and use of the room is allowed. These will be evaluated on a case by case basis.

* By signing the application, user(s) accept responsibility and agree to pay for all damages or losses incurred to the Library's community room or its contents as well as the cost of excessive clean up.

* Alcoholic beverages are not permitted anywhere in the facility or on Library property except at special events hosted by the NCL Foundation, Friends of the Library groups or any library related organizations or associations. The necessary permits as well as written permission to serve alcoholic beverages at special events must be obtained in advance.

* Simple refreshments may be served. All food or drink must be kept within the community room. The group using the community room is responsible for all set-up and clean-up, which must take place during the time frame for which the room is reserved.



* Movies shown, or recordings played, must have the appropriate public performance rights. Obtaining the license and all applicable fees are the responsibility of the group (if it is not covered by the library's permit). Proof of public performance rights shall be provided prior to the event date.

* Use for non-library sponsored will be limited to twice per month.

* All Library rules and guidelines apply to use of the community room. Use of the premises may be terminated at any time if the conduct of the group, or any member of the group violates any of the Library's rules and guidelines.

* If permission for the use of the community room is denied, the applicant may appeal to the Library Director in writing. If that appeal is denied and the applicant is dissatisfied with the reasons offered, the applicant may appeal to the Library Board during a regularly scheduled Board meeting.

* The Library reserves the right to cancel programs as needed for any weather, health, or safety related issue.

Fees

There is no fee for use by local non-profit groups or clubs. Non-profits and clubs may be required to show proof of non-profit (tax-exempt) status. A deposit and/or cleaning fee may be required.

Reservation and Scheduling

Community room applications are available on-line or at the library. Reservations may currently be made by telephone or in person and are on a first-come, first served basis. However, the Library may preempt any meeting when warranted. Reservations are considered tentative until the application and the reservation are confirmed. Groups should notify the facility at least 24 hours in advance if they cancel. If a group has not arrived or called the library staff to report a delay within 15 minutes after the scheduled time, the staff may allow others to use the room.

Liability

The person or organization using the community room accepts full liability for any losses or damage that may occur to library facilities or equipment while in use by said



person or organization. The person or organization fully releases and discharges the Nederland Community Library, the Library Board of Trustees, its directors, employees, and agents from any and all claims for injuries, including death, and/or property damage and any other damages or losses which may arise or which may be alleged to have arisen out of, or in connection with the meeting.

This policy is subject to change periodically.

4.0 Attachments: (Meeting Room Application Form)

5.0 Revision History: Rev -1

Nederland Community Library Meeting Room Application

Date of Application: _____

Date Requested: _____ Day of Week (circle) Mo Tu We Th Fr Sa

Start Time: _____ End Time: _____

* Groups and organizations can schedule meetings up to six (6) months in advance.

* Permission may be granted to groups and organizations for multiple meetings over a period not to exceed six (6) months. It is the group or organization's responsibility to book recurring meetings.

Is this a recurring meeting? Yes No

Recurring dates: _____

Name of Organization: _____

Contact Person's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-Mail: _____



Description of Meeting Room Use/Event:

Expected Attendance: _____ (Room Limit = 25)

I HEREBY AFFIRM THAT I HAVE READ AND WILL ABIDE BY THE RULES OUTLINED IN THE NEDERLAND COMMUNITY LIBRARY COMMUNITY ROOM POLICY AND RULES OF CONDUCT. IF A MEETING IS CANCELLED, I AGREE TO NOTIFY THE LIBRARY AS FAR IN ADVANCE AS POSSIBLE.

Signature: _____ Date: _____

Library Staff Signature: _____ Date Approved: _____