



Nederland Community Library District Board of Trustees Meeting Minutes

8/15/16

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

ROLL CALL

Present:

Library District Board Members: Dana Edwards, Emily Fidelman, Karen Fletcher, Andrea Begin, Cokey Stapleton

Library Director: Jay Mann

Absent: John Adler

PUBLIC COMMENT

No comments in person, electronically, or by phone.

MINUTES

Karen moved to approve the May 2016 minutes with one minor revision. Emily seconded. Cokey abstained, and the motion passed.

Karen moved to approve the June 2016 minutes with one clarification concerning the establishment of the library district boundary. Cokey seconded. Emily abstained, and the motion passed.

Karen moved to approve the July 2016 minutes with one minor revision. Dana seconded and the motion passed unanimously.

REPORTS

Library Director's Report:



Jay submitted the following written report:

Building

The direct evaporative cooler's pump needs to be replaced. M-Tech hopes to have the part in this week.

Audit

The audit was submitted on time.

Construction in front of the library

There has been an open ditch (about a foot deep) in front of the library for a couple weeks now. I asked the project managers whether a temporary "bridge" could be put in where people cross the highway from the sidewalk across the street. I was told that that couldn't be done but that the ditch should be filled (to create the sidewalk) and our entry and exit paved over within two weeks.

Community Survey

I obtained an electronic copy of the capstone project that Janet Prell did – "Peak to Peak Community Needs Assessment Prepared for Foothills United Way." It will take a while to go through, but a lot of it – e.g. demographic data and surveys on housing and health – should be useful as we revise our strategic plan.

Children's and Youth Programming

The Summer Reading Program had 72 participants. Celine and I will be meeting with the elementary and (new) middle/high school principals next week to brainstorm some collaborations and see how we can complement their curricula. The board / chess game club will resume next month. We also will be doing another round of Crazy 8's afterschool math program for 3rd thru 5th grades; it was very popular last school year. Celine will be doing a "cupcakes war" program for teens on Thursday, August 25th.

Adult Programming



We will be hosting The American West discussion series on Thursdays September 8th, 15th, and 22nd. We have room for 25; 14 people have already registered. It will be facilitated by a Colorado Humanities scholar.

Bonnie Sundance initiated a scientist lecture / discussion series but she has been occupied putting her life back together post fire. Four localish scientists have confirmed that they can give talks. And there are three other likelies. The talks will probably be every other Tuesday evening starting next month and run through November.

Grants / Tool Library

I did not apply for the United Way Community Resilience Grant; I was unable to get all the details regarding the Tool Library lined up in time.

Jay asked if the Board would like to look into resurfacing the parking lot during road construction in front of the library property. Considering its current condition and the season, it was agreed that this work could wait until a later date.

Further discussion of focus groups for a community survey, hopefully held in October, focused on strategies for securing participant attendance. Alternately, one-on-one or small group interviews could be held, and incentives for attendance might include a small lunch or coffee.

Karen moved to increase the budget from \$5000 to \$6000 for Children's Programming. Cokey seconded and the motion passed unanimously.

The group deliberated a launch date for the Science Lecture Series.

Discussion of donations, liability, and staffing for the Tool Library continued. The preferred approach is to start small and use lessons learned to inform possible grant applications next year. Cost estimates for a shed to house the Tool Library should be sought.

The group discussed whether increased marketing or increased library hours would provide the community a more effective return on investment. This discussion arose in light of possible reformatting and optimization of the NCL website. Dana volunteered to research what is standard for this kind of website redesign.



President's Report:

Karen reported that she contacted Foundation President Christy Howe to discuss the nature of the Foundation Liaison position and its duties. Christy and Karen agreed that a mutual exchange of agendas and minutes should take place, and Karen will introduce herself at an upcoming Foundation meeting. Christy will likewise attend an upcoming Board meeting to introduce herself.

Vice President's Report:

No written report.

Treasurer's Report:

Andrea submitted the following written report:

1. As of July 31, 2016, we have approximately \$20,992 in our checking account. We have approximately \$302,400 in our Savings account, and \$82,390 in our Reserve Fund, \$10,000 in land development fund, and \$10,000 in our long term maintenance fund. Our Capital Fund Accounts have approximately \$50,163.
2. Income in July 2016 was approximately \$7509 from Boulder County, and approximately \$186 from copy/petty cash/fees/interest. Total Income for July 2016 = \$7696.
3. July 2016 expenses totaled \$22,695. Of that, \$11,040 was for payroll, \$5690 for books and materials, of which \$2141 was for book purchase and \$3000 was for online subscriptions, \$1365 was for maintenance, of which \$984 was for janitorial, and \$1188 was for office supplies.
4. As it is already August we will begin to start the budgeting process for 2017. Please think about items and/or ideas you have for the 2017 budget and bring them to the next meeting.

Andrea commented that the YTD property tax, specific ownership tax, and bond redemption numbers look excellent. In light of this, we should look at decreasing this year's Milly Levy and continue to brainstorm ideas for innovative use of funds.



Andrea reminded the group that deadlines for next year's budget will fall on Oct. 15th for the proposed budget, Dec. 15th for the certification of Mill Levy, and January 31st for the final revised 2016 budget and adopted 2017 budget.

Andrea resigns as Treasurer of the Board, but will continue to serve on the Board. She will attend meetings as possible, and the group discussed the possibility of shifting the meetings to one Monday night per month rather than each 4th Weds. of the month.

Emily moved to appoint Dana Edwards as Board Treasurer. Cokey seconded, and the motion passed unanimously.

Library Board Liaison's Report

No written report.

NEW BUSINESS

None.

OLD BUSINESS

OTHER BUSINESS

ADJOURNMENT

Karen moved to adjourn the meeting at 9 pm. Andrea seconded and the motion passed unanimously.

The next public meeting will tentatively be held September 28th, 2016 at 7 pm.

AMENDMENT(S)

None.

ACTION ITEMS



- Emily will forward notes from the October 2014 Retreat to each Board member for brainstorming purposes. No date for the next Retreat is yet set.
- Emily will update and distribute an updated Board roster.
- Karen will introduce herself at an upcoming Foundation meeting.
- Emily will research how Board membership changes should be reflected on the signers of Board accounts.
- Cokey will review benefits for salaried versus hourly employees. The minutes may be helpful, so Emily will see if she can find a record of Board decisions concerning benefits.
- Dana volunteered to research what is the standard price for redesigning a website.
- Jay will continue to research the history and future of the Library District Boundary. He will contact Boulder County and report what he learns to the Board.