



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

9/28/16

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

Library Director: Jay Mann

Absent: John Adler, Cokey Stapleton

### PUBLIC COMMENT

No comments in person, electronically, or by phone.

### MINUTES

Karen moved to approve the August 2016 minutes. Andrea seconded. The motion passed unanimously.

### REPORTS

#### Library Director's Report:

Jay submitted the following written report:

#### Building

The direct evaporative cooler's pump was replaced; the air conditioner seems to be working ok since then. A community member left a message for me saying that the



HVAC unit has been active at night and loud enough to keep their family up at night. I spoke with Control Solution and M-Tech. M-Tech replaced our filters – they tend to clog up quickly with dirt stirred up on third street and the technician thought that the fans would have to run harder (louder) to pull in air through a dirty filter. Control Solutions shared the conditions that are needed for the HVAC to run all night - they are pretty narrow. I asked the community member to see whether the filter replacements have made a difference; they will get back to me once they are back in town. \*It is time to renew our annual maintenance agreement with M-Tech.

#### Construction in front of the library

It is still ongoing; the big two remaining items seem to be – installing a cross walk across the highway and pouring a cement entrance and exit.

#### Children's and Youth Programming

Celine and I met with both the elementary and the middle/high school principal (who is new). The both would like to collaborate with the library. The middle/high school principal mentioned working closely with the public library in her previous town (Hotchkiss).

We've only had two sessions of the afterschool math enrichment class and the board game / chess club, but they are both popular.

The cupcakes war for teens went well; many kids too young to participate were dying to when they saw the assortment of sugar decorating options.

Celine met with around a dozen parents who homeschool their children. She is exploring how the library might help this group; it seems like collaboration and using the library's meeting room would be good places to start.

3d printer – the requests for prints have come primarily from elementary aged children so far. We are hoping that we could help print components of the kids science fair projects (once those come around).

#### Adult Programming



We hosted The American West discussion series on Thursday September 8th, 15th, and 22nd. Attendance was good. I proposed starting an American West book group and there has been a decent amount of interest in that.

Local Scientists Caring for the Earth Series - the schedule is firm now for four local scientist talks. There has been enough interest from other scientists that we could do another series (or extend this one). I think it makes sense to see what the attendance is like first but I am hopeful.

#### Graphic Designer (Rebranding)

We have two quotes now. I am hoping to have a third respond by our board meeting next week. It occurred to me that it might make sense to wait until after the strategic plan is completed to hire one.

#### Continuing Education / Meetings

This month I attended a couple useful meetings

- Adult Programming Summit – we shared ideas for programming, marketing strategies, evaluation techniques, etc.
- Library as Refuge – how to make the library more welcoming to immigrants, the homeless, and those with dementia.
- Front Range Public Library Directors Meeting. There were over a dozen public library directors from libraries both small and large and we caught up with what each other.

Tomorrow I will be at a one day symposium in Denver regarding Colorado libraries sharing their resources and expertise. I have been working on an online resource sharing clearinghouse where a librarian could go for some policies, procedures, programming ideas, etc.

Jay recommends adding \$1,000 to the Maintenance Services line in the budget to cover on-call support of HVAC controls. He also recommends renewing the maintenance contract with M-Tech. He will follow up with the community complainant concerning the noise from the HVAC system.



Related to rebranding, marketing, etc., the group approved of a marquis for library announcements and promotions. Concerns include price and wind-resistance. Jay can research these. As for a website redesign, Jay has now three quotes and clarifies that he expects the contract to include reusable templates as well as an initial redesign. Dana emphasizes that mobile optimization is a major concern.

There was discussion of whether strategic planning needed to inform the website redesign if the survey demographic data could inform usability, and the group agreed that strategic planning could inform aspects of look and feel, such as a logo, intended to represent the vision and direction of the library. In the interest of expediting the Strategic Planning Retreat, Dana suggested that we discuss one topic that should guide planning per meeting until the Retreat. Emily volunteered to research the Town of Nederland's Strategic Plan and to share relevant documentation thereof as the first such topic.

For next meeting, Jay will provide a firm quote and/or report whether month-to-month contracts for a mobile hotspot are available.

#### President's Report:

Karen reported that she'd contacted the Project Manager for the sidewalk project taking place in front of the library along highway 119. The project is currently delayed awaiting approval by CDOT of an asphalt mixture to fill the drives over the sidewalk to the library parking lot. The project has insufficient funds to put in a temporary filler, according to Jay's conversation with project workers, but the CDOT delay should only be for approximately one more week. Karen will follow up, as there seems to be inconsistent information about the length of time before approved filler is available.

Karen recommends that the Library publicize its Amazon Smile account, especially with the approaching holiday season.

Karen reported on Cokey's research concerning compensatory time, overtime, and other benefits for full-time employees. The Board needs to revise policies to clarify whether employees, upon becoming FT, are salaried and eligible for benefits, or may remain hourly, eligible for overtime. Discussion tabled until next meeting.



Vice President's Report:

None.

Treasurer's Report:

Dana submitted the following written report.

1. As of August 31, 2016, we have approximately \$18,988 in our checking account. We have approximately \$266,778 in our Savings account, and \$82,390 in our Reserve Fund, \$20,000 in land development fund, and \$20,000 in our long term maintenance fund. Our Capital Fund Accounts have approximately \$50,163.
2. Income in August 2016 was approximately \$4,376 from Boulder County, and approximately \$283 from copy/petty cash/fees/interest. Total Income for August 2016 = \$4,660.
3. August 2016 expenses totaled \$22,627. Of that, \$12,337 was for payroll, \$2,221 for books and materials, of which \$1,614 was for book purchase and \$6 was for online subscriptions, \$2,338 was for maintenance, of which \$1,408 was for janitorial, and \$590 was for office supplies.
4. We are meeting on October 3rd to draft an outline for the 2017 budget. Please bring your items and/or ideas you have for the 2017 budget to our meeting tonight.

No one raised questions concerning the balance sheets, and the group brainstormed budget requests for the 2017 draft budget to be completed within the next week. Jay suggested using remaining funds allocated for computers and furniture to acquire and install a "creative design station" including digital conversion and imaging technology. Jay also suggested an engraving machine, and Emily recommended tools for a tool library. Additional filament for the 3D printer could be purchased out of computer funds or office supplies, like toner. Karen recommended increasing the DVD budget, as that collection has proven high circulating. The group raised ideas for remaining program development funds, including a comedy night, author talk(s), movie showing license, murder mystery program, etc. Dana and Jay discussed reallocating hardware installation and upgrades funds to purchasing software, as computers did not need to



be replaced as anticipated during the previous budget cycle. Karen also suggested having a line for deliverables from retreats or strategic planning, and the group agreed to add a line item, in addition to a line for advertising, for marketing and design, which are distinct and equally important. Jay will look into using remaining janitorial funds for chemical free carpet cleaning and other less-toxic alternatives.

An issue of versioning of the balance sheets was resolved and all ascertained that a line for Jay's salary was correct.

We will continue to budget for high HVAC costs, but anticipate the price of utilities to decrease following HVAC system repairs.

#### Library Board Liaison's Report

None.

#### NEW BUSINESS

None.

#### OLD BUSINESS

The group discussed and approved of a design for Jean Foss' memorial, but ask that the design take safety, i.e. sharp edges, into account.

#### OTHER BUSINESS

None.

#### ADJOURNMENT

Emily moved to adjourn the meeting at 8:55 pm. Andrea seconded and the motion passed unanimously.

The next public meeting will be held October 26<sup>th</sup>, 2016 at 7 pm.



## AMENDMENT(S)

None.

## ACTION ITEMS

-Emily will continue to research how Board membership changes should be reflected on the signers of Board accounts.

-Emily will research Town Planning documents and/or a strategic plan for the Town of Nederland and distribute relevant documents for the Board's review in preparation to discuss the Library's Strategic Plan at the next public meeting.

- Jay will provide a firm quote and/or report whether month-to-month contracts for a mobile hotspot are available.

- Karen will follow up with the Project Manager for the sidewalk project, as there seems to be inconsistent information about the length of time before approved filler is available.

-Jay will draft a letter, to be reviewed by legal counsel, and send it to the area residents whose property does not clearly fall inside or outside the Library District Boundary ascertaining once-and-for-all whether they wish to be included.

- Jay will look into using remaining janitorial funds for chemical free carpet cleaning and other less-toxic alternatives.