



Nederland Community Library District Board of Trustees Meeting Minutes

10/20/16

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

ROLL CALL

Present:

Library District Board Members: John Adler (7:10), Dana Edwards, Emily Fidelman, Karen Fletcher, Cokey Stapleton

Library Director: Jay Mann

Absent: Andrea Begin

PUBLIC COMMENT

No comments in person, electronically, or by phone.

MINUTES

Karen moved to approve the September 2016 minutes. Dana seconded. Cokey abstained, and the motion passed.

Per brief group discussion, future action items will not be included in the minutes, but will be distributed to relevant Trustees with emailed draft minutes.

REPORTS

Library Director's Report:

Jay submitted the following written report:

Building



I renewed our maintenance service agreement with M-Tech. And I followed up with the person who said that the HVAC was being loud at night; they said that the noise is no longer there. So it looks like replacing the filters in combination with the cooling weather (the HVAC didn't need to run at night to cool the weather) solved it.

Construction in front of the library

The library's entrance and exit have been paved. I've been told that the crosswalk across Highway 72 will be put in soon (as opposed to being delayed until spring).

Children's and Youth Programming

The afterschool math enrichment class is going well. The board game / chess club had too many kids to manage. So Celine divided it up into two groups; they alternate each week. And Celine created a regular time for homeschooler parents to meet in the library (Friday mornings).

Adult Programming

Based on people's interest, requests and phone calls we showed the first presidential debate in the library's community room; half a dozen people showed up. We have had two sessions of the Local Scientists Caring for the Earth Series. The feedback from the participants has been very positive. There are four more planned for this fall and more scientists waiting in the wings should we continue the series.

District Boundary

I sent a draft of the notification letter (that we are planning on mailing to the remaining split property owners) to our lawyer.

Technology

The FLIR One Thermal Cameras have been circulating well. We will be providing a VHS to DVD convertor soon.

Volunteer Appreciation Dinner

We need to select a date for November or December.



Board Members

Two community members have expressed interest in joining the board.

Continuing Education / Meetings

I attended the Research Institute Public Libraries over four days. There was a lot of material and I believe that much of it will be relevant to evaluating our services and programming and our strategic planning.

There also were over a hundred public librarians and state library staff from across the country.

In light of the Oct. 11, 2016 incident involving an explosive device planted outside the Nederland Police Department, Jay contacted the PD to ask about procedures for handling unattended or abandoned backpacks or other suspicious packages. He has not yet heard back from the PD. Emily recommended also asking, when contact is made, for on-site active harmer training and/or debriefing from the Oct. 11th incident. Online training for active harmer situations is available, but on-site training is considered ideal in the security field. Emily additionally asked Jay to be sure that staff are aware of their rights and responsibilities to patrons and the public in an active harmer situation. Staff should be trained to put their personal safety first, and should be permitted to evacuate or to shelter in place, whichever is appropriate to the situation, if they feel unsafe. Jay will follow up.

Jay recommends more marketing for the Science Lecture Series, and the group agreed.

Free SAT preparatory courses will be offered at the library in the coming months.

The date for the Volunteer Appreciation Dinner is tentatively set for Dec. 2nd, 2016.

Circulation of mobile wifi hotspots was priced at \$130/month for a two year contract. Jay reiterated that the hotspots could be remotely deactivated for either being overdue or for data overages.

Jay will be attending a conference for Rural Librarianship in the upcoming month and asks the Board to send any questions about being a Trustee in a rural library.



President's Report:

No written report.

Vice President's Report:

None.

Treasurer's Report:

Dana submitted the following written report.

1. As of September 30, 2016, we have approximately \$18,998.03 in our checking account. We have approximately \$250,483.46 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 \$50,151.
2. Income in September 2016 was approximately \$3,705.30 from Boulder County, and approximately \$330 from copy/petty cash/fees/interest. Total Income for September 2016 = \$4,034.90.
3. September 2016 expenses totaled \$20,736.92. Of that, \$11,938.29 was for payroll, \$2,983.37 for books and materials, of which \$1,645.14 was for book purchase and \$157.99 was for online subscriptions. \$2,472.29 was for maintenance, of which \$912 was for janitorial, and \$437.67 was for office supplies.

Dana asked if the Board would like to see anything else covered in her monthly reports. A few members expressed interest in another, one-time, full explanation of budgeting for TABOR, but otherwise reports seem informative and complete.

Research continues into how to approach periodic/annual pay increases. Jay will research how peer libraries are addressing them. He will present findings, and may include position descriptions if helpful, at upcoming meeting(s). Jay noted troubles with filling a technology director position, and believes that funds for such a position



might be better allocated. Half of the funds will be reallocated and the other half may go to a position which typically provides one-on-one technology help, rather than classes, for patrons, as well as supporting graphic design and other marketing needs of the library.

Library Board Liaison's Report

None.

NEW BUSINESS

Karen moved to close the public meeting at 8 p.m. Emily seconded and the motion passed unanimously.

Karen moved to open an Executive Session at 8:01 p.m. Emily seconded and the motion passed unanimously.

A personnel issue was discussed.

Karen moved to close the Executive Session at 8:15 p.m. Emily seconded and the motion passed unanimously.

Karen moved to reopen the public meeting at 8:16 pm. Emily seconded and the motion passed unanimously.

OLD BUSINESS

County assessors should have the amount for the previous year, which owners of split properties would have paid in library tax, if their properties were included in the Library District. Jay can include these figures in letters to split boundary residents to help them determine whether they would like to be included in future years. The group agreed that residents who do not reply by a date set in the letter should default to be excluded from the Library District.

OTHER BUSINESS



Jay circulated a Community Needs Assessment for the Peak to Peak area which Board members pledged to read to inform strategic planning. He asked for John and Emily, and anyone else willing, to highlight salient points for the next meeting.

Emily has researched the need for signers on Construction or other accounts and has determined that Centennial Bank does not require approvers, nor are they required by Bylaw. To date, according to a former Board member, approvers had been named because the checks cut from this account could be quite large to cover unanticipated expenses related to the initial construction of the building. As such, the group generally felt that approvers on the Construction account were no longer necessary, but this can be held to a vote at the next meeting. Signers do also need to be changed, following Dani's resignation and Dana's nomination and acceptance of the Board Treasurer position. Emily has laid out several possible scenarios distributing Board members as signers on the accounts, for which we have enough signers in total, but the Board will table changes until Andrea is present to vote on them.

ADJOURNMENT

John moved to adjourn the meeting at 8:45 pm. Cokey seconded and the motion passed unanimously.

The next public meeting will be held December 7th, 2016 at 7 pm.

AMENDMENT(S)

None.