



Nederland Community Library District Board of Trustees Meeting Minutes

July 5, 2017

The meeting was called to order at 7:05 p.m.

ROLL CALL

Present: Emily Fidelman, Karen Fletcher, Lisa Ryder, Dana Edwards

Library Director: Jay Mann

Absent: John Adler, Andrea Begin

PUBLIC COMMENT

No comments in person, electronically, or by phone.

MINUTES

Karen moved to approve the May minutes. Lisa seconded. The motion passed unanimously.

REPORTS

President's Report

Karen attended the recent Foundation retreat upon invitation from the Foundation Board. The takeaways pertaining to the Library District Board are as follows:

- They also have interest in rotating members to attend Library District board meetings as liaisons. Some ideas discussed were potential joint meeting every 6 months in August and February when agendas are lighter, or a more social event annually.
- Send our meeting agenda prior to meetings and follow up with meeting minutes
- Provide Library Board Treasurer report monthly to Foundation board treasurer
- Be specific about requests for funding. One idea discussed by Library Board was for a library billboard to announce events. Another is a building fund for vacant land.



Library Board needs to provide vision of what that project might be so there is something concrete to present to potential investors and donors. Jay will look into what other libraries have that might serve as a play structure or something centered around children. The Library Board will then present those ideas to the Foundation Board. Foundation board proposed that mutual boards would identify projects together at the beginning of the year so there is something to focus on.

-View their role more as fundraising than marketing

-Question of who maintains garden is Jim McVay of Victory Gardens and food is donated to local food bank.

-Foundation board asked about amending the 2006 agreement. Could we use the Strategic Plan and their role in it in lieu of amending agreement for the time being?

-Library Board to keep information regarding excess funds confidential as it makes fundraising more difficult for the Foundation Board.

-We will look to send a member of the Library Board to the Foundation Board meeting in August.

Vice President's Report:

None

Treasurer's Report

Treasurer submitted the following written report:

1. As of May 2017 checking/savings totaled \$398,762.51, of which we have approximately \$9,469 in our Checking account, \$339,240 in our Savings account, \$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 \$50,053.

2. May 2017 income totaled \$49,701.26, of which approximately \$49,495 was from Boulder County, and approximately \$206 from copy/petty cash/fees/interest.

3. May 2017 expenses totaled \$62,728.04. Of that, \$39,831 was for bond repayment, \$1,800 was for marketing & design, \$13,242 was for payroll, \$2,646 for books and materials, of which \$2,099 was for book purchase.

Library Board Liaison's Report



None

Library Director's Report:

Jay submitted the following written report:

Staff

The deadline for applying for the Youth Services Coordinator Position was Friday, June 30th.

Jay received 18 applications for the Children's Coordinator. There will be 10 phone interviews. 4 applicants are local.

Building

Boiler: I have an updated bid from M-Tech, There is a 10 year warranty on the heat exchanger for the boiler

Gutter wires (snow melt) replacement: due to the pricey estimate I received – \$2,000 to \$4,000 – I contacted our insurance company and they sent out an adjuster who looked at what work would involve to affix the wires in the gutter again. He mentioned that he would not be looking at whether the wires are functioning properly so we agreed that we should start with having an electrician come out to test the wires. I'm waiting to hear back from the Insurance Company.

Children's and Youth Programming

Until we have a Youth Services Coordinator, our two weekly story times will be combined into an all ages storytime on Thursday mornings. The Children's Librarian from Lyons will be doing them. All but one of the Summer Reading Program events are hired performers so I will be handling those.

Adult Programming

The local scientist series is finished for now and may resume in the fall. I don't have a lot of programming planned for this summer due in part to the difficulty of getting people to attend during those months.

Library Foundation

The Library Foundation had a retreat earlier this month and clarified that they want to focus on fundraising.



NEW BUSINESS

Jay received Marketing proposals. Slate proposal is comprehensive, but duplicates data (surveys) we already have. Focus group is of interest.

Marketing proposal discussion on hold until next meeting

Setting of 3 year goals for strategic plan deferred until next meeting.

OLD BUSINESS

Library district boundaries:

Our lawyer Richard Lyons wrote a draft amendment (for our IGA) that should resolve the remaining split properties. Kate Burke, a Boulder County Assistant Attorney, reviewed and commented on it. The Boulder County Assessor's Office will be creating a list of all the changes – exclusions and inclusions – that have happened since the Library District was created. Boulder County decided that the EcoPass District will be handled separately from the Library District. The EcoPass District sent out a letter to the remaining split property owners which outlined the process the owners would use if they want to unify their parcels again (with respect to the EcoPass District).

Jay requests and receives approval to send amendment.

Strategic Plan:

Dana motions to approve revision of Strategic Plan. Emily seconds. Motion passes unanimously.

Solar:

The library can't have outstanding funds in the Capital fund in order to be able to refinance the bond. The solar project will need to be completed.

Emily motions to contract with Namaste per their proposal dated 6/23/17 for \$52,626 using the funds from the Capital Fund account, with the remainder of the balance to be paid out of general funds. Dana seconds. The motion passes unanimously.

OTHER BUSINESS



Kyle Thomas from George K. Baum & Company called in to discuss the 2009 General Obligation Bonds refinancing.

The general obligation bond principal balance is \$1,565,000. Refinancing the bond at current interest rates, possibly to 2.5%, will shorten final maturity, thus saving taxpayer dollars without impacting operational budget.

The process would take about 6 weeks. Next step is for GKB to provide term sheet. Banks will respond within 2 weeks, allowing us to select a lender. Attorneys will draft the loan documents, A note will be issued. The bank we select will become the lender and pay off the existing bond. Refinancing now will allow us to know what payments will be next year for budgeting purposes, as well as allow us to disclose to the public in December.

Kyle presented two refinancing options.

Karen motioned to pursue refinancing with GKB using the first option to shorten the final maturity to 2032. Emily seconds. The motion passes unanimously.

Emily would like to resign her board position after the August meeting. A smaller board will mean fewer members required for a quorum.

ADJOURNMENT

Karen moved to adjourn the meeting at 9 p.m. Emily seconded and the motion passed unanimously.