



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

3/22/17

The meeting was called to order at 7:05 pm.

ROLL CALL

Present:

Library District Board Members: Andrea Begin (7:20), Emily Fidelman, Karen Fletcher, Lisa Ryder

Library Director: Jay Mann

Absent: John Adler, Dana Edwards, Cokey Stapleton

PUBLIC COMMENT

No comments in person, electronically, or by phone.

MINUTES

There were not enough Trustees in attendance who had attended the January meeting to approve the minutes. Tabled until next public meeting.

REPORTS

Library Director's Report:

Jay provided the following written report:

Building



Over the course of two weeks last February the heat went out in the building a couple times. Resetting the system provided a short term fix. When M-Tech came up to examine it they discovered some issues with our controls – an online, complicated thermostat – so they contacted the people who installed it. Apparently the heat went out because some software needed to be updated in the controls. Since that update (March 1st) there haven't been issues.

#### Audit

We do an audit each year as part of our bond agreement. An auditor was here on March 2nd. We are now waiting to hear of any adjustments that need to be made but we shouldn't have to file for an extension.

#### Children's and Youth Programming

The homeschool group has been meeting with mixed results. The games club resumed with around a dozen kids each week. Makerspace activities have been popular. Celine is working on a grant from NASA that would provide both resources and training to do space-specific STEM programming. She is also preparing for our Summer Reading Program. This year we probably will not use reading logs.

#### Adult Programming

The book club funded by the NSF Grant has been going well - both discussions so far have been close to full. We resumed a local scientist lecture series; there will be five more through April. Trivia in January was mixed. We will try again in early April at a new venue. We have also started to partner with the local nonprofit Mountain Forum for Peace on programs. A doctor who volunteered abroad for Doctors Without Borders gave a talk. We offered a basic financial literacy workshop across two nights but whether due to weather or other factors only had a couple people.

#### Library Foundation

The Library Foundation's volunteer appreciation dinner will be on Tuesday, April 25th. The Foundation has been working hard to get politicians to do a Q/A at the library. But we might be too small a venue for that.

#### District Boundary and dividing properties resolution



I need to contact the attorney for the Boulder County Commissioners to see how we proceed – i.e. what specific information they need – to amend our Intergovernmental Agree with them. We will need to ask the Boulder County Assessor’s office to run a report detailing all the properties that are bisected by the 5 mile district boundary line (in order to be sure to capture all the properties that left the district in the past).

#### Community Assessment

Ongoing. I think it is worth trying to have a couple community conversations in April.

#### Continuing Education

I attended a workshop by the Harwood Institute that was hosted by the Denver Public Library. We discussed a number of things but one of the most valuable was on how to create a culture of “turning outwards” (towards your community).

#### Website

It is looking very good. There is more work to be done on its interior pages.

Jay explained the audit for the mandate, which does not relate to the size of the Library’s assets in NCL’s case, but rather the use of the Bond. The audit is slated to be complete very early this year, for which the Board thanks Jay.

Part of continuing work to refresh the website may include creating “portals” for different user groups, e.g. Teens.

#### President’s Report:

No written report.

Karen wanted to follow up about Lisa’s possible interest in taking over the responsibilities of Secretary, as Emily is hoping to rotate off the Board. Emily and Karen described the duties and commitments involved, and offered Lisa time to consider her interest. Emily intends to remain with the Board until her official term is



over in February 2019 or until the Board has a chance to recruit a new Secretary, stabilize membership, and establish the inaugural Strategic Plan, whichever comes *first*. (Because she was taking over the previous Secretary's term in 2012 and reelected to a new term in 2014, she can serve until February 2019, but has already served the normal 5 years as of May 2017, and would like to give other members of the community the opportunity).

Vice President's Report:

None.

Treasurer's Report:

Jay provided the Profit & Loss Budget vs. Actual report for January through February and explained that some categories which are already at high percentage of budget represent one-time purchases, like the annual cost of the ILS (Integrated Library System) and certain subscription resources.

Dana was unable to attend the meeting, and may provide a report by email later in the month. Otherwise we can review February Treasurer reports in tandem with April and May at the public meeting in May.

Library Board Liaison's Report

None.

NEW BUSINESS

Andrea presented her research about a structured system for merit and/or cost-of-living-based raises. She reported that standard is 2.5-3% across not-for-profit organizations; Andrea was specifically looking at hospitals as a sample. Emily added that in academic library systems, up to 2% non-base-building merit and 2.5% cost-of-living raises annually were standard, so slightly more generous but roughly comparable. Jay would like to do more research on the pay increase schedules for public libraries, specifically those serving a Library District rather than a municipality, however, and will use that data to work with Andrea, moving forward, to establish at least partially performance-based pay schedules.

Concerns were raised about wage inflation. A standard raise of this amount, were the influence of the Gallagher Amendment among other factors to significantly reduce tax revenue supporting library funds in a given year, might require one or more lay-offs several years down the road. However, it is acknowledged that if there were so little turnover as to create this scenario, it would also theoretically mean having an experienced staff able to absorb the loss of position(s). Emily suggested that one way to decrease the effects of wage inflation resulting from scheduled raises would be to create job classes, which Andrea had also researched and recommended as a possible approach to performance-based pay, so that individual positions were not necessarily receiving raises, but individuals could advance to a higher paid job class.

Emily voiced that merit and cost-of living components were both important for motivation. While merit-only might motivate in one way, it would likely be cancelled out by the demotivating effect of receiving no cost of living increases. Withholding something perceived as basic necessity in order to reward high achievement creates enormous resentments between and among staff. Even if both components are less than 2.5-3% in order to both be included in pay schedules, she opined that it is absolutely worth providing both, e.g. 2% cost of living and up to 1% merit. Non-base-building merit bonuses are also possible, but Andrea made the excellent point that these must be revisited annually, so are less consistent and more dependent on Board participation in Jay's management of his staff and their performance; that is not the ideal for Jay or for current members of the Board.

Based on the above discussion and Jay's inquiries to other libraries serving a Library District, Jay and Andrea will include documentation of a performance and/or cost-of-living based structure for incrementally increasing pay, with or without instituting a system of job classes, in a version of the Employee Handbook. The Handbook will hopefully be part of the deliverable package generated by the April Board Retreat.

## OLD BUSINESS

Bob Barrett, consultant, advises asking for bids from several local contractors to install a new boiler. These can be compared to MTech's existing bid.



Jay reported on a Workshop on “Stages of Community Life” and the strategic means of “building public capital” at each stage, which he attended as a part of his continuing education and to prepare for the facilitated Board Retreat in April. Jay asked the Board to read a highlighted section of related training materials, and the group discussed which stage(s) they believe Nederland and the surrounding community to be experiencing at present. The consensus was that staging was somewhat topic-dependent, e.g. we might be at a “Growth” stage in terms of the number of social and cultural institutions positioned to create positive change, but in a “Catalytic” stage in terms of affordable housing and basic infrastructure.

We are still considering best uses for the additional Parcel of Land purchased from the Foundation, and brainstormed and revisited ideas including a gazebo or other outdoor structure for programs and events, outdoor education, and possibly wifi access. Using the \$30K set aside to develop the land in addition to some Construction funds in order to install solar panels is another possibility. John has continued to research and support this. Emily remarked that this would likely be well-received by the community based upon word-of-mouth feedback; it would be a fiscally responsible, long-term investment, which would be perhaps be more acceptable to the public than building another structure within so short a time since the construction of the library building itself, a concern Jay elucidated, allowing NCL to make use of allotted funds rather than holding too conservative a surplus or making any apparently liberal purchases. Tax incentives typically fund these projects, and because NCL is tax exempt, the cost would likely run a minimum of \$50K. However the possibility is still on the table for this budget cycle.

#### OTHER BUSINESS

None.

#### ADJOURNMENT

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

The second phase of the Board Retreat, which should produce a draft Strategic Plan under the guidance of a professional facilitator, will be held April 23<sup>rd</sup>, from 10am to 3pm, in lieu of an April public meeting.



The next public meeting will be held May 24, 2017 at 7 pm.