



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

5/24/17

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

ROLL CALL

Present:

Library District Board Members: Andrea Begin, 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

Karen moved to approve the January and March 2017 minutes. Andrea seconded and the motion passed unanimously.

REPORTS

Library Director's Report:

Jay provided the following written report:

Staff



Emily Johnson put in her resignation and her last day will be Thursday, May 25th.

Building

Boiler – it took around 6-8 weeks and many calls to get three different vendors to come in to look at the scope of installing a new boiler. In the weeks since their visits only one has responded and their response was that they didn't feel qualified for the job.

Gutters – the heating cables have been pushed out of the gutters on the east side of the building in several places, most likely from snow sloughing off the roof. I have received one estimate so far which is pricey - \$2,000 to \$4,000 depending on whether things need to be replaced. I ran the estimate by Tim Williams at

Fransen Pittman (the people who built the library) and he thought that the cost seemed about right. But I am in the process of getting another couple bids.

This past Thursday (5/18) the ERV fans stopped working. The radiant heat in the floors seems to be working fine but it has been stuffy and warm enough (over 75) that we have been opening windows. M-Tech will be coming this Tuesday (5/23) morning for scheduled maintenance and they will try to fix them then.

Solar – John helped me obtain a bid for installing solar on our library. I hope to have a second bid by the time of our board meeting.

Children's and Youth Programming

Our Summer Reading Program (SRP) this year will have Bingo cards rather than reading logs, a shift many libraries have been doing. Some examples of the activities that mark off squares include: do a science experiment, draw a picture, read something other than a book. Celine has put together a line-up of ten events. She spoke to many classes at both the elementary and middle/high school to promote our SRP. The games club is taking a break for the summer. Celine has held two Teen Advisory Board meetings that will help determine future Teen events. Movie nights have had mixed success, ranging from 2 to 22



participants. Last Saturday (5/13) we hosted an art reception for local elementary and middle/high school students which was very well attended by families.

Adult Programming

The book club funded by the NSF Grant is finished up this month for the year (it is a two year grant). Feedback from participants was very positive. Next year we will discuss the same themes – nature, survival, knowledge, and connections – but it might be with different books.

Our local scientist lecture series finishes up this month. A couple additional scientists have expressed interest in giving talks but that would likely not happen until the fall.

Trivia in April at Very Nice Brewery went very well with close to 40 people. Since they are very busy over the summer and can't guarantee seats for Trivia players we hope to resume there in the fall. Other programming included a Constitutional Reading, a screening of a Permaculture film in collaboration with the Nederland Sustainability Group Advisory Board (30+ people), and a reading by local author Jane Wodening.

Library Foundation

Once we have a marketing plan the Library Foundation will reexamine their traditional fundraising role to see whether they might help with additional things, e.g. outreach.



District Boundary and dividing properties resolution

I was informed by the Boulder County Assessor's Office that when the EcoPass District was created it adopted the boundaries of the Nederland Library District. As a result, property owners with split parcels need to make a decision on whether to stay or leave in both the Library and EcoPass Districts before their parcels can be unified. After a couple weeks of waiting for clarification I was told this past week that Boulder County will be sending letters to property owners regarding the EcoPass Districts shortly. And that those property resolutions will be done independently of the Library District property changes. So our next step, according to the Boulder County Assistant Attorney, is to create an "amendment of the IGA [Inter Governmental Agreement] to change the boundaries per landowners' selection."

Presentations and Meetings

On March 31st I presented at a Colorado Library Consortium Workshop in Fort Morgan alongside the director of the Lyons Regional Library. We spoke about some of the things that we learned at the Research Institute for Public Libraries last year. We both attended that via scholarships. And the people from the Colorado State Library who attended got a kick out of it as we used quite a bit of humor.

I helped plan the Colorado Public Library Directors Annual Meeting which was held earlier this month in Estes Park. There were around forty public library directors there from across the state and from libraries large and small. The feedback I got from participants, including the Colorado State Librarian, was that it was fun and well organized.

General Operating Funds

This year the Gallagher Amendment kicked in and that lowered the assessment rate for residential properties from its current value of 7.96% to 7.2%. While that would normally drop our operating income by 10%, we should still come out ahead next year (2018) compared to this year (2017) due to the property valuations in our tax district increasing greater than 10%.



Discussing staff developments, Jay reported that Cathy is taking on more hours following Emily's departure.

President's Report:

No written report.

Karen opened a discussion of Board membership. Cokey will not be a District resident for the rest of the upcoming year and can no longer serve, and lack of meeting attendance is creating issues maintaining a quorum. A smaller Board means a smaller quorum, so that might be a reason to maintain a Board with fewer members. However for now another call for new members will go out to maintain the current membership level.

Vice President's Report:

None.

Treasurer's Report:

Dana submitted the following written report:

1. As of April 2017 checking/savings totaled \$349,569.09, of which we have approximately \$11,525 in our Checking account, \$282,179 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 \$50,065.
2. April 2017 income totaled \$84,423.85, of which approximately \$84,029 was from Boulder County, and approximately \$395 from copy/petty cash/fees/interest.
3. April 2017 expenses totaled \$21,258.81. Of that, \$12,160 was for payroll, \$3,872 for books and materials, of which \$881 was for book purchase, \$938 was for online



subscriptions, and \$1,200 was for eBooks/Applications. \$1,248 was for maintenance of which \$1,008 was for janitorial. Program development expenses totaled \$1,886.

An error was noted and will be revised. The group discussed whether Dana needs to provide all reports monthly, and determined that if she is able to at least check budget versus actuals monthly, it should be adequate.

Library Board Liaison's Report

None.

NEW BUSINESS

The draft strategic plan came highly praised by all Board members in attendance. The group discussed which parts of the draft plan would be public and internal. The timeframe for implementation was also reviewed. As drafted, it is 3 years, and Jay will distill steps for implementation in the first year, moving forward, as well as soliciting bids for a Marketing Plan which identifies core audiences/user demographics to which tailor the Strategic Plan. Jay will expect the Marketing Plan to cost roughly \$9K.

The group had questions about the length of installation and the effect of partial shade on some solar panels, however came to consensus that we would move ahead with solar implementation. Emily moved to use the remaining Construction Budget for solar panels and installation. Karen seconded and the motion passed unanimously.

The Board advised seeking other bid(s) on heating cables for the gutters, which were originally priced at \$2-4K. Tabled until next meeting.

OLD BUSINESS

Karen moved to accept the MTech proposal for boiler replacement subject to a renewed proposal within \$500 of the January 2017 bid. Andrea seconded and the motion passed unanimously.



OTHER BUSINESS

Karen called an Executive Session at 8:17pm.

Personnel matters were discussed.

Emily moved to extend the executive session by 15 minutes at 8:55pm. Karen seconded and the motion passed unanimously.

Karen ended the Executive Session at 9:01pm.

ADJOURNMENT

Emily moved to adjourn the meeting at 9:02 pm. Andrea seconded and the motion passed unanimously.

The next public meeting will be held June 28th, 2017 at 7 pm.