



Nederland Community Library District Board of Trustees Meeting Minutes

8.23.17

The meeting was called to order at 7:07 p.m.

ROLL CALL

Present:

Library District Board Members: John Adler, Emily Fidelman, Karen Fletcher, Lisa Ryder, Dana Edwards

Library Director: Jay Mann

Absent: Andrea Begin

Guests: Christy Howe, Library Foundation Board
Kyle Thomas from George K. Baum (GKB)

PUBLIC COMMENT

No comments in person, electronically, or by phone.

MINUTES

Karen motions to approve revised July minutes. John seconds. Motion passes.

John motions to approve minutes from special meeting held August 1st. Emily seconds. Motion passes. John abstains.

APPROVAL OF REFINANCING

Karen motions to adopt The Resolution of the Nederland Community Library District in Boulder county, Colorado, authorizing a loan, evidenced by the issuance of a general obligation refunding note, for the purpose of refunding outstanding bonds of the district at a lower interest rate; providing for the payment of the refunded bonds, for the



levy of property taxes to pay the refunding note and other details in connection therewith; and approving documents relating to the refunding.

Emily seconds. Motion passes unanimously.

Relevant documents signed by president and secretary

REPORTS

Treasurer's Report:

Dana Edwards submitted the following written report:

1. As of July 2017 checking/savings totaled \$450,986 of which we have approximately \$9,944 in our Checking account, \$396,271 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 \$44,771.

2. July 2017 income totaled \$6,708, of which approximately \$4,615 was from Property Tax Revenue, and \$2,083 was from Specific Ownership Tax.

3. July 2017 expenses totaled \$23,009. Of that, \$2,389 was for Books & Materials, \$7,075 was for Maintenance, \$9,568 was for Payroll, \$1,081 was for Professional Fees, and \$1,112 was for Utilities.

Karen clarifies that \$%,257 in maintenance budget will be used for 10% deposit for solar panels.

Foundation Report:

Christy Howe will ask the Foundation Board what Treasurer's reports they would like to receive.

John Adler from the Library District Board will attend the September Foundation Board meeting. Dana Edwards from the Library District Board will attend the November Foundation Board meeting.

The book sale was less successful than previous years. One contributing factor was CDOT removing signs that publicized the sale.

They are in touch with Thriftbooks.com to see about getting money for leftover books.



Dana Edwards, Treasurer of the Library District board, will review the Foundation Endowment fund.

Both boards will discuss ideas for a social event to possibly occur in the fall followed by a joint meeting in February.

Library Director's Report:

Jay Mann submitted the following written report:

Staff

Michael Sivcovich started this week as the new Youth Services Coordinator and is settling in.

When I was out last week a staff member filed a worker's comp claim for a small injury and saw a doctor. It wasn't serious enough for them to miss work. I am looking into getting a new, additional substitute to cover the desk. We currently have a substitute but they are going back to school soon so their schedule will be limited.

Building

Leak: on August 9th water from the toilet in the women's public restroom crept under the wall and into my office. Fortunately the leak was from the valve controlling water going into the toilet rather than the output. Our custodian and an M-Tech repair person located the leak (I called M-Tech because no plumbers were responding and I was worried that it was from our radiant floor heating or the HVAC). The source was confirmed by a plumber who came the next day and cut into the drywall in my office. I bought a couple large box fans to dry the carpet. The drywall was repaired last week.

Boiler replacement: M-Tech is in the process of ordering the boiler and parts. They are thinking of installing it during the second week of September. The installation will take 4-5 days and potentially overlap with the solar installation. I need to make sure that the jobs can be done simultaneously or one – likely the boiler – will need to be rescheduled / pushed back.

Gutter wires (snow melt) replacement: estimated to be repaired next week (week of Sunday 27th).

Solar: The panels are being changed for a third time (from 345 to 340 watts). This will reduce the total wattage of the system from 20.01 to 19.72 kW. It is still a better quality panel than those in the original bid / contract (at no additional cost). Due to the change the permit has to be reapplied for and the start date may get pushed back. I should have a better estimate of timing soon.

Library Foundation



The Library Foundation had a successful book sale that was marred by someone from CDOT removing their signs, the rain, and by my mistake of not putting an ad in the paper the Thursday before the sale.

Children's and Youth Programming

Program attendance at our Summer Reading Program Events dropped off towards the end; one of the presenters was a no show. Storytimes went well under the children's librarian from the Lyons Library. Attendance peaked at 25. We should resume two storytimes a week next week.

Adult Programming

We've started hosting a new series called "Community Conversations" which is described as "what Slow Food is to eating. By slowing down a little, we improve our changes of listening to others and hearing ourselves." We gave away several hundred pairs of eclipse glasses. We had a short survey for the (many) people who requested them who live in the peak to peak region but do not use the library. The survey asked what prevents them from using the library. Some of the responses were: "thought you had to live in Boulder County to get a card," use another library (Boulder, Gilpin, etc.), "didn't know your hours," and "didn't know what you offered." An eclipse talk last week drew a good crowd (42).

Astronomy seems to be a hot topic: our Pluto talk was also crowded. I've scheduled another space talk for October.

District Boundary and dividing properties resolution

Looks like once the Boulder County Assessor's Office / attorney has completed the amendment either the Library District of the Boulder County Trustees can approve it first (order doesn't matter).

Jay and Dana Edwards will start working on the 2018 budget and will send a draft for comments prior to the next meeting.

Library District Board needs to approve budget by October 15th.

President's Report:

No report

Vice President's Report:

No report

NEW BUSINESS



Investing the library's savings, next step

It is necessary to have an investment policy statement as a first step. The Foundation Board has a policy Dana can review. Dana also has a template from Estes Valley. Jay will contact Jacqueline Murphy from the Denver state library for advice and for input on an investment policy statement, as well as Estes Valley library. The second step will be the appropriate investment vehicle. Dana is researching this as there are rules governing where public money can be invested.

OLD BUSINESS

Marketing Plan

There is \$7200 left in the budget to hire a marketing firm. The library district board reviewed two proposals. The proposal from Slate is favored. Jay will follow up with the firm to clarify aspects of the proposal and scope of work, as well as identify areas that could be cut from proposal to save money and not duplicate research and projects that the library has already conducted.

Jay will also contact the Ft. Collins library to get a reference on Slate's work.

John motions to approve up to \$7200 to be spent with Slate on marketing campaign if it meets Jay's criteria once the scope of work is determined.

Karen seconds. Motion passes unanimously.

Karen motions to extend meeting to 9:10 p.m. John seconds.

Solar Update

Now getting panels of less wattage, but still suitable for the building, due to availability issues. The installation date is moved to the first week of September. The installation requires about 10 working days.

Facilities Update

The building leak is fixed at an expense of \$600. The boiler replacement will be the second week of September. The gutter wire repair is estimated to be next week. The employee toilet is not working properly and the inner front door is also not properly functioning.

ADJOURNMENT

John Adler moved to adjourn the meeting at 9:10 p.m. Emily Fidelman seconded and the motion passed unanimously.