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

*September 27<sup>th</sup> 2017*

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

### ROLL CALL

Present: Karen Fletcher, Lisa Ryder, Dana Edwards, John Adler

Library Director: Jay Mann

Absent: Andrea Begin

Guest: Katrina Harms from the Downtown Development Authority

### PUBLIC COMMENT

No comments in person, electronically, or by phone.

Katrina Harms from the Downtown Development Authority (DDA) discussed how the DDA operates, upcoming projects and answered questions. The DDA has an upcoming ballot initiative on November 7<sup>th</sup> to approve a debt authorization which will allow the authority to access and use their Tax Increment Financing (TIF) for improvement projects in Nederland's downtown. The library gets one vote. Jay and Karen will fill out the required affidavit. The District board members can review the ballot language at [Nederlanddowntown.org](http://Nederlanddowntown.org) prior to the next District board meeting and discuss how to cast our vote at the October 25<sup>th</sup> meeting.

### MINUTES

Karen motioned to approve revised August 23, 2017 meeting minutes. John seconded. Motion passed unanimously.



## REPORTS

### Library Director's Report:

Jay provided the following written report:

#### *Facility*

The gutter wires (their purpose is to melt the snow/ice) have been fixed to the roof again. This was an insurance claim so we paid our deductible of \$1,000.

Our second boiler has been replaced with a new one. I'll use the long term building maintenance fund to pay that (we haven't received an invoice yet).

Solar: The system was installed relatively quickly (around six working days). That included putting panels on three parts (aspects) of the roof, two inverters in the attic, some equipment outside the library near the electrical room (including an emergency shut off switch), and some work in the electrical room itself. Inspections are scheduled for October 4<sup>th</sup>. Provided those are successful my understanding is that it is then a few weeks before XCEL comes out to make the connection between our solar system and electric grid. So hopefully it will be live by November. Final payment is not due until it is running. The installation could be heard (caused some noise) inside the library but almost all our patrons were pleased when they heard that it was due to solar being installed.

#### *Library Foundation*

Hoping to find a date next month to have a social potluck (ideally at someone's house) with both boards. Our February meeting would be a good time for a joint meeting.

#### *Children's and Youth Programming*

Mike has resumed a lot of programming, including two weekly storytimes, an afterschool chess club, and afterschool elementary math enrichment program (Crazy 8's), and occasional Makerspaces. He has done a great job reaching out to the schools. He also is sharing some of the elements of his storytimes online so that parents who aren't able to attend can still do the activities with their children.

#### *Adult Programming*

The Rural Gateways program funded by the National Science Foundation – bringing adults in rural communities into the library to talk about science – will resume with two more book discussions. One will be in early November, the other in early December. I'm scheduling a screening of the movie *Seed* to be followed by a panel discussion. And Bonnie Sundance pitched the idea of a workshop series that looked at energy efficiency.



### *Computers*

Julie Payne was the library's IT person for many years but has gone back to (Law) school. She updated all the patrons computers and fixed ones with more complex issues. Lynda McGinley recommended someone, Wendy Derman. Wendy has been here and updated all the patron computers and did an audit on them as well. The computers are nearly seven years old so it would be a good time to replace them.

### *District Boundary and dividing properties resolution*

We are waiting on the Boulder County Assessor's office to complete the listing of all the properties that are contained within the district.

Memorial Service for Charles "Chuck" Edelstein

Chuck was involved in the library early on. A memorial service will be at the library on Saturday, October 7<sup>th</sup> at 5 pm.

Jay will post flyers to advertise open District Board position.

### *2018 Draft Budget*

Draft for the 2018 budget is complete and was reviewed. Discussed ideas for allocating extra income. Agreement that online resources are a good investment. Hoopla is one idea. It is a digital media service offered through libraries for audiobooks, music, video and e-books. Jay will check with other libraries about usage to see if this might be suitable for Nederland. Another area of allocation might be into the land development fund. John discussed an idea to beam wi-fi for book downloads to the RTD Park N' Ride to reach commuters.

Jay will make minor revisions to budget draft and will post in the local newspaper by October 15<sup>th</sup>.

Dana motioned to approve preliminary 2018 budget. Karen seconded. Motion passed.

### President's Report:

No report

### Treasurer's Report:

Dana Edwards submitted the following written report:

1. As of August 2017 checking/savings totaled \$438,925 of which we have approximately \$9,631 in our Checking account, \$436,975 in our Savings account, \$82,390



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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 \$44,760.

2. August 2017 income totaled \$8,917, of which approximately \$6,268 was from Property Tax Revenue, and \$1,971 was from Specific Ownership Tax.

3. August 2017 expenses totaled \$18,892. Of that, \$1,871 was for Books & Materials, \$3,021 was for Maintenance, \$10,729 was for Payroll, \$1,261 was for Program Development, and \$1,090 was for Utilities.

#### Library Board Liaison's Report

John attended the September Foundation Board meeting.

The Foundation board is working with CDOT to proper placement of signs for future book sales and events so they don't get pulled again (as they did for the recent book sale).

The Foundation board brought up a gifts policy, which likely needs to be created or revised. John suggests reviewing 2 policies per monthly meeting and revise as needed so they are current.

The Foundation board is willing to contribute towards a billboard. Jay will research the town's regulations and signs.

The Foundation board will plan on sending one of their members to The District Board December meeting.

Jay will send out an online poll with alternative dates for a joint board social event to be hosted at a board member's home.

Planning on joint board meeting in February. John suggests having Jacqueline Murphy from the Colorado state library as a guest to potentially provide some board training.

Jay will find out what type of board training she has conducted in the past.

#### UNFINISHED BUSINESS

##### *Investment Policy*

It was noted that not all of the money currently in savings needs to be invested.

Dana will make a couple of revisions to the policy and Jay will forward to the library's attorney, to make sure it complies with all state laws, before the District Board approves it. Once an investment policy is in place, Jay will get some bids.



### *Marketing Plan*

Using a budget of \$7200, Jay asked Slate marketing about cost cuts and received a new proposal. Any budget shortfall could come from the Board Development fund in the amount of \$1500.

A representative from Slate marketing will present at the October meeting. Jay will also check in with Poudre Valley library, which was used as reference, to find out how they think they have benefited from working with Slate.

*Karen motioned to extend meeting to 9:15 p.m. John seconded.*

### NEW BUSINESS

#### *Patron Computer upgrade*

Wendy Derman did an audit of the library's current computers which are now 7 years old, and got two quotes from Dell (heavily discounted through TechSoup). Wendy recommends choosing computers that will last a number of years. The district board agrees that the computers need to be upgraded. John will also review the favored quote and do some additional research. Jay will research having a design station and 3D-VR options.

### ADJOURNMENT

Karen moved to adjourn the meeting at 9:15 p.m. Dana seconded and the motion passed unanimously.