



Nederland Community Library District Board of Trustees Meeting Minutes

12.11.17

The meeting was called to order at 7:01 p.m.

ROLL CALL

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

Guests: Molly Melamed, Library Foundation Board
Jillian, potential new board member

PUBLIC COMMENT

No comments in person, electronically, or by phone.

MINUTES

Karen motioned to approve October 25th, 2017 meeting minutes. Dana seconded.
Motion passed.

REPORTS

Treasurer's Report:

Dana submitted the following written report:

1. As of November 2017 checking/savings totaled \$248,911 of which we have approximately \$43,265 in our Checking account, \$74,653 in our Savings account, \$82,390 in our Reserve Fund, \$30,000 in land development fund, and \$18,604 in our long term maintenance fund.
2. November 2017 income totaled \$7,950, of which approximately \$1,130 was from Property Tax Revenue, \$2,450 was from Specific Ownership Tax, and \$4,000 was from grants.



3. November 2017 expenses totaled \$128,078. Of that, \$93,576 was for Bond Repayment, \$3,467 was for Books & Materials, \$1,097 was for Courier Service, \$7,571 was for Maintenance, \$3,277 was for Marketing & Design, \$13,137 was for Payroll, \$1,542 was for Professional Services, \$1,431 was for Program Development, and \$1,144 was for Utilities.

Library Director's Report:

Jay submitted the following written report:

Certification of Mill Levies

Because we will be paying off both a Bond and a Note (until 2020), we needed to calculate two mill levies, one for each. But property owners should still see one mill levy for the library on their property bill.

Library District Boundary Resolutions

A Boulder County Assistant Attorney drafted an amendment to our IGA (Intergovernmental Agreement) in concert with the library's attorney. I reviewed the draft amendment along with the excluded list portion of the attachment. It lists all the properties that lie within the definition of the library district (within 5 miles of town hall) that have been excluded by past resolutions along with those properties that recently requested to be excluded (via the letters that we sent out in December 2016). I did not review the other 3,000 properties that are listed in the attachment as included in the library district. The Boulder County Commissioners approved the amendment on Tuesday, November 28th. Now it just needs a vote from the District Board.

Facility

Solar: Xcel installed the meter and our solar system has been live for a couple weeks now. We can monitor it online. The remaining construction balance was used to pay off the (majority of) the final bill. The two construction accounts at the bank were closed – leaving us with one General and one Savings Account.

Fire alarm: we had a couple alarms over a weekend. The first one brought the fire department out (and myself) around 8 am on a Saturday. It proved to be a false alarm. The second alarm happened the next day (Sunday morning) around the same time. The monitoring company called me and said it was not an emergency but I came to the library anyways to check things out. I requested that Global Fire and Safety - they



monitor our fire alarms – come out. Based on the alarm codes, they cleaned the sensors that monitor the ducts in the HVAC (in our attic). We haven't had an alarm since.

Land

Because we are looking at developing the adjacent property next year we need to get a new underwriter / policy.

Library Foundation

They had a booth at the Holiday Market and sent out their annual donor letter.

Children's and Youth Programming

The Teen Advisory Board will be meeting later this month. The afterschool programs - chess club, crazy 8's (math enrichments), and a makerspace hour – will continue next semester. The chess club is particular has received several kudos from parents.

Adult Programming

We had around a dozen people at the local author talk on Mars. Around 40 people attended a screening of the documentary "Seed" on November 4th. This was shown in partnership with the Nederland Sustainability Advisory Board. The discussion afterwards was a bit of a bust because most people left. The Science Café series is doing its second book for the fall (and sixth of the year) next week.

Marketing Plan and billboard

I signed an agreement with Slate Communications. They will be at our January meeting to interview us. It doesn't look there are specific Town regulations for the size of signs in the type of zone the library is in

(public), so it has been difficult to proceed. There are regulations regarding electronic signs, e.g. "Flashing or moving signs – No flashing, rotating, moving or animated signs, signs with moving lights or signs which create the illusion of movement shall be permitted. A sign whereon the current time and/or temperature is indicated by intermittent lighting shall not be deemed to be a flashing sign."

Internet

A deaf patron has been coming in lately and using an app on their phone that is specifically made to capture sign language. Unfortunately it slows down the internet across the building. I called the app's company and they said that there are no settings/ways to limit its data use. Seeing as we would never tell this patron to not use that app – due to basic decency and federal anti-discrimination laws – this is a strong example of the need to upgrade our internet.

Century Link can install fiber to the library for free (contingent on a two year contract). Another option is to add a second DSL line. We could use one line for our wireless and the other for our physical (Ethernet) connections / desktops – that includes 5 staff computers and 10 patron computers. I am in the process of soliciting bids from local internet providers too.

Public Computers Upgrade

Going slowly mainly due to our slow internet. It took four hours to download and install some standard Windows updates on one computer (there are ten new ones). Our IT person was kind enough to take the computers home to upgrade using their personal (much faster) internet connection. We are hoping to install them starting this Saturday night and then also on Sunday; there will be time to trouble shoot them and their log-ins before we open again on Monday. In addition to the updates, a lot of the installation time is setting them up with the software that allows people to log-in with their library card or a guest pass. And to install software on them that wipes them after each use (for privacy).

President's Report:

No president's report

Library Board Liaison's Report

Molly provided the District Board members a copy of the Foundation Board donation letter.



Karen moved to open a Budget Hearing at 7:14 p.m. Andrea seconded, and the motion passed.

Andrea motioned to approve the draft of the 2018 budget. John seconded. Motion passed unanimously.

RESOLUTION TO ADOPT THE 2018 BUDGET FOR THE BOULDER COUNTY
NEDERLAND COMMUNITY LIBRARY DISTRICT

Roll call vote:

Andrea – Yes

John – Yes

Karen – Yes

Dana – Yes

Lisa – Yes

RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS FOR
THE BOULDER COUNTY NEDERLAND COMMUNITY LIBRARY DISTRICT,
COLORADO, FOR THE 2018 BUDGET YEAR

Roll call vote:

Andrea – Yes

John – Yes

Karen – Yes

Dana – Yes

Lisa – Yes

RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2017, TO
HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE BOULDER COUNTY
NEDERLAND COMMUNITY LIBRARY DISTRICT, COLORADO, FOR THE 2018
BUDGET YEAR

Roll call vote:

Andrea – Yes

John – Yes

Karen – Yes

Dana – Yes

Lisa – Yes



Karen moved to end the Budget Hearing at 7:18 pm. John seconded and the motion passed unanimously.

NEW BUSINESS

Internet

Jay is seeking options to increase speed. Before any investments are made, need to investigate whether we are getting the full speed the library is paying for from Century Link. Jay will contact them and schedule a conference call to include John. John will ask IT people he works with to see if current speed and distribution can be measured. Also discussed potentially cancelling Lynda.com due to low volume of usage. Jay will look for alternatives to maybe keep it a lower rate before cancelling. Lynda.com can be accessed at the Boulder Community library.

UNFINISHED BUSINESS

Amendment To IGA

The library attorneys verified the amendment looks good. Karen motioned to approve the First Amendment to Intergovernmental Agreement concerning the Nederland Community Library District Amending District Boundaries. Dana seconded. Motion passed unanimously. Jay is considering sending letters again to the property owners contacted in 2016.

Revisions to library policies

Investment Policy

Andrea motioned to approve the Investment Policy as amended. Lisa seconded. Motion passed unanimously.

Reconsideration Policy

Update Donation Policy to align with library Foundation Board. Revise language in Collection Development Policy under the "Material Donations and Memorials" section to reflect that donations be made through the Foundation.

Make necessary revisions to Collection Development Policy and Reconsideration policy as discussed. Approval deferred until January meeting.



OTHER BUSINESS

The next step in the Investment Policy is for Jay to procure 3 bids for investment options and determine the amount and where to invest at the January board meeting.

Jay will fill out required forms to create memorial pavers for previous board members Danny Dillon, Cokey Stapleton, Jim Elder, Charles Wood and Emily Fidelman

Jay will give volunteers gift cards for Amazon and provide bonuses to staff.

Karen called an Executive Session at 8:50 pm.

Karen moved to extend the meeting until 9:30 p.m. John seconded and the motion passed unanimously.

The district board approved providing health insurance to full time employees.

Karen ended the Executive session at 9:27 p.m.

Jay will research available plans through the Colorado Special District Association with an implementation goal of March 1st.

ADJOURNMENT

Karen motioned to adjourn the meeting at 9:29 p.m. Lisa seconded and the motion passed unanimously.