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

1.24.18

The meeting was called to order at 7:00 p.m.

### ROLL CALL

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

Absent: Andrea Begin

### Guests:

Potential new board members Larry Tasaday, Rick Rudstrom, Morgan Gates, and Scarlett Ponton de Dutton

Kim Newcomer from Slate Communications presented via Skype

### PUBLIC COMMENT

No comments in person, electronically, or by phone.

### MINUTES

John motioned to approve the December 11, 2017 meeting minutes. Karen seconded. Motion passed.

### REPORTS

#### Treasurer's Report:

Dana submitted the following written report:

1. As of December 2017 checking/savings totaled \$205,951 of which we have approximately \$32,182 in Checking, \$81,379 in Savings, \$82,390 in our Reserve Fund, \$30,000 in land development fund, and \$30,000 in our long-term maintenance fund.



2. December 2017 income totaled \$6,701, of which \$4,575 was from Property Tax Revenue and \$2,110 was from Specific Ownership Tax.

3. December 2017 expenses totaled \$49,959. Of that, \$3,201 was for Books & Materials, \$1,575 was for Integrated Library Systems, \$1,074 was for Equipment, \$1,072 was for Maintenance, \$13,637 was for Payroll, \$1,168 was for Professional Fees, \$2,050 was for Program Development, and \$23,658 was for Solar Improvements.

### Library Director's Report:

Jay submitted the following written report:

#### Library District Boundary Resolutions

I wrote and mailed letters to the (21) recently unified property owners, saying that as it relates to the Library District, their parcels have been unified. I also said whether they were now included or excluded from the District.

#### Facility

This week we were having some issues with the HVAC (supply fan wasn't running). M-Tech came out on Tuesday and said that the belt on the heat exchange wheel (it is literally a big wheel in the HVAC that recovers heat from outgoing air) had broken. And that the bearings on the machine that turns the wheel needed to be replaced as well. Neither of these falls under warranty. And I was told that the belt was a custom made item. Meanwhile, the system can still run without the heat wheel turning, just not as efficiently.

*Fire alarm:* We got a call from the monitoring company saying they didn't receive the daily signal and that meant that if there was a fire in the library they may not get the signal. So I called Global Fire & Safety who came up and said that the problem's cause was unclear and that it resolved itself. That visit cost nearly \$400 so I asked Global Fire & Safety whether we could we pay an annual cost that would cover visits like that one. They said no. It might be worth looking at other companies.

#### Land Development

Mike (our children's coordinator) has a background in music and proposed a summer concert series; that is something that board members have also suggested in the past. It



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would be worth pursuing, but would need to be planned vis-a-vis the timing of work on the land this spring / summer.

#### Library Foundation

The Foundation is forming a subcommittee to look at their internal documents. They do not have a full copy of their Articles of Incorporation so will need to write a new one. This is also an opportunity for them to redefine their purpose and role.

#### Children's and Youth Programming

Chess club and Crazy 8's (math enrichment) are already filling up.

#### Adult Programming

Photography class, author talk, and book clubs in the works. I think it would be good to offer a lot of classes this year (photography, gardening, etc.), some of them happening outside the library.

#### Internet

John Adler and I spoke with the company that initially set up the network here at the library (via Lynda McGinley). It is an informal relationship; they have offered to do a few hours of work for us for free but for more in depth work we would need to sign a contract with them. We called regarding the app that was slowing down the entire network. They suggested that it is likely due to our limited upload speed, which is something that they can throttle (limit). Also, John spoke to the person at CenturyLink who I worked with and it looks like we might be able to get fiber for less than our DSL now. It would be the same speed but with a much faster upload (a property of fiber is that download and upload are usually equivalent) and offer upgrade opportunities in the future without requiring more infrastructure / installation.

#### Public Computers Upgrade

All ten computers have been installed, patrons have been enjoying them, and there have been no significant issues.

#### Board discussion of Director's report

*Following Jay's written report, M-Tech sent a quote of \$4965 to repair the heat exchange wheel. John motioned to approve \$4965 for the HVAC repair. Karen seconded. The motion passed.*

*Regarding the fire alarm, Jay wants to look into options for a different monitoring company. John will find out who his employer uses and investigate options.*



President's Report:

No report

Vice President's Report:

No report

Library Board Liaison's Report

No report

**Marketing plan**

Kim Newcomer from Slate Communications presented via Skype a marketing strategy overview and work plan which included time lines.

Prior to the next meeting, Jay will get feedback from his staff on what they hear from patrons.

Feedback will be gathered from Foundation board members at the upcoming February joint meeting.

The board likes the idea of community focus groups to help facilitate ideas about how to reach folks not currently using the library.

An online community feedback survey will also help provide data to create a plan.

NEW BUSINESS

Jay will follow up with potential new board members to confirm interest. Larry and Morgan are both willing to be ex officio members.

OTHER BUSINESS

Karen motioned to approve the Directors and Officers General Liability Insurance for \$1612/year. Lisa seconded. The motion passed.

Review of annual statistics

Jay will look into the data to try to figure out why the figures show a sharp decline from 2014 to 2017 in website visitors and website number of visits. Jay proposes only tracking web visits that come from outside of the library in the future.



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## UNFINISHED BUSINESS

### Internet upgrade

There is a federal grant available to defray the cost of fiber, but the grant application process is time consuming and we likely wouldn't get it until next year. Jay proposed an option of a 2<sup>nd</sup> DSL line for \$120/month as a temporary fix until we can get fiber at a reasonable price. The board determines that more investigation is needed before we get into a contract. Lisa will try to find out what the new commercial building is paying for fiber internet.

### BUDGET HEARING

Karen moved to open a Budget Hearing at 8:33 p.m.

Karen motioned to approve the final budget for 2017. Dana seconded. The motion passed.

John motioned to approve the revised 2018 budget. Karen seconded. The motion passed.

Karen adjourned the budget meeting at 8:38 p.m.

Karen called an Executive Session at 8:42 p.m.

The board discussed the proposed plans and premiums for healthcare insurance for full time employees.

Karen motioned to extend the Executive Session until 9:15. John seconded. Motion passed.

The treasurer will be listed if necessary on healthcare documentation to make sure the payments are made.

Karen closed the Executive Session at 9:06 p.m. John seconded. The motion passed.

### ADJOURNMENT

John moved to adjourn the meeting at 9:17 p.m. Karen seconded and the motion passed.