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

3.28.18

The meeting was called to order at 7:05 p.m.

### ROLL CALL

Present: John Adler, Karen Fletcher, Morgan Gates, Scarlett Ponton de Dutton, Rick Rudstrom, Lisa Ryder

Library Director: Jay Mann

Absent: Andrea Begin, Dana Edwards

### PUBLIC COMMENT

No comments in person, electronically, or by phone.

### MINUTES

Karen motioned to approve the February 28, 2018 joint board meeting minutes. John seconded. Motion passed.

### REPORTS

#### Foundation Report:

Scarlett attended the Foundation board meeting in March and presented the report.

The new gift policy was approved.

There was discussion of a photography class for school students in June or July that will need to be approved by the library director.

Discussion of expansion and land development in conjunction with the Historical Society. Christy and Molly volunteered to be the representatives from the Foundation Board for an exploratory committee.

The Foundation Board is considering expanding their board size.

They will send a representative to the April Library District Board meeting.



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Treasurer's Report:

Dana submitted the following written report:

1. As of February 2018 checking/savings totaled \$308,716.40 of which we have approximately \$19,938 in Checking, \$206,329 in Savings, \$82,390 in our Reserve Fund, \$30,000 in land development fund, and \$30,000 in our long-term maintenance fund.
2. February 2018 income totaled \$133,847, of which \$131,621 was from Property Tax Revenue and \$1,979 was from Specific Ownership Tax.
3. February 2018 expenses totaled \$22,532. Of that, \$2,462 was for Books & Materials, \$1,612 was for liability insurance premiums, \$1,597 was for health insurance premiums, \$1,074 was for Equipment, \$1,072 was for Maintenance, \$13,990 was for Payroll.

Library Director's Report:

Jay submitted the following written report:

Facility

Last week M-Tech replaced the motor and belt that turn the heat wheel in the building's HVAC. The system seems to be functioning fine. I asked them about a sturdier belt and an extended warranty –neither are available. The library lost water on March 9<sup>th</sup> (last Friday) when the main water line went out. On Monday morning I had two porta potties delivered. Water was restored on Wednesday. The company – Air-O Pure Portables – is a local one and very generously decided not to charge us.

*The morning of the meeting there was a leak in the heat exhaust vent. The valve was shut off which stopped the leak, and M-Tech replaced the valve.*

Annual Audit

Similar to our previous bond, our new one requires that we have an audit each year. The auditor was here the day after the joint board meeting; no major issues were identified. At this point it should just be some loose ends and it should be done well ahead of the deadline. She did mention that the refinancing (payment of previous debt and incursion of new debt) should appear on the 2017 budget.



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*Jay and Dana will revise the budget by next meeting and submit to the auditor.*

### Annual State Library Report

I completed this report which includes statistics, salaries, inventory counts, etc.

At the Colorado State Library itself, this week both Jacqueline Murphy (who called into the Joint Meeting and has given us guidance on numerous legal issues) and Eugene Hainer (the State Librarian) announced that they would be leaving their positions. The State Library is a tremendous resource that has helped on topics ranging from policy to programming to technology.

### Staff

Roberta Brown Jones gave notice, saying she will be leaving at the end of May. Among many other things, she handles the scheduling and interlibrary loans. We hired a new teen assistant to initially float evenings – between sports and theater, our student assistants are out a lot.

*Discussion about replacing Roberta with a 30 hour employee and looking into the possibility of an intern to help the library director.*

### Website

Thanks to Kay, you can now request a meeting room through the library's website. You can see what times are open, select one, and submit an application online. Requests are still subject to approval; they need to fall within our community room policy guidelines (e.g. no commercial uses).

### Land Development

Emmit Hoyle spoke to a friend who is a contractor to get some estimated costs of a new structure. It would be good to have two volunteers from the District Board for a committee.

### Library Foundation

James Peak Brewery reached out to us, saying that they would like to do a night where 15% of their sales went to the library. The Foundation was kind enough to step forward, organize, and carry it through. They had a book sale at the pancake breakfasts for FDG; they did a lot of promotion for the library. The Foundation also has a subcommittee that has been going over their internal documents.

### Children's and Youth Programming

The theme for this year's summer reading program is "Libraries Rock." There will be a lot of music in the programs – both from performers and from the children themselves. Our



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afterschool math enrichment program is continuing with a “module” for K-2<sup>nd</sup> graders. It is a full class.

Adult Programming



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I am restarting the local scientist lecture series. Upcoming programs are a photography workshop (with Carlye Calvin again) and a film screening (a documentary on Wendel Berry). There is one book discussion left in our NSF funded program. Participants have expressed interest in continuing it but the cost – of the books and the facilitator – might mean that they happen less often.

#### Internet

I signed a contract with Applied Trust to provide IT support as needed. One of them came out the next day and looked at our system. Based on their suggestion, I've requested a new modem from Century Link (we lease ours). They should be making some recommendations soon regarding getting a second DSL line / potential new equipment.

#### Marketing Plan

Slate Communications just got back to me with a draft survey and potential spots to do "Pop Up Events."

*A couple of revisions were made to the survey that Slate provided.*

#### *Board discussion of Director's report:*

*The library parking situation is resolved by the easement being approved. Board agreement that a more robust agreement with the Church from \$1 per year to possibly \$100 to lock the arrangement in for five years makes sense as developments and potential changes in the community take place. Susan Gearhart could be a potential connection to begin that conversation with the Church.*

*Sign: Jay received a quote for a 5'x8' LED sign for \$14,000. Would need to figure out how to mount to existing library sign. Contact original mason to see what can be done.*

*Discussion about getting sign similar to the one at the Community Center as a more cost effective alternative.*

#### President's Report:

No report

#### Vice President's Report:

No report



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## NEW BUSINESS

### Land Development

Two members from the Foundation Board (Christy and Molly) and Morgan and Rick from the District Board, will form an exploratory committee with the Historical Society to consider their proposal as a potential use.

## UNFINISHED BUSINESS

### Marketing Plan

Surveys done at pop-up locations to be completed by the end of April. Based on previous suggestions, the potential locations were narrowed down to the B&F, The Back Door Theater on movie night that would utilize paper surveys with a raffle for a gift card, Crosscut, Salto, Very Nice and the Post Office. All based on getting the appropriate permissions.

### Employee Handbook Review

Several questions were raised about the proposed revisions. Do we want an operational manual separate from the employee handbook? Clarification is needed on several points including: gun policy, no call/no show, definition of non-exempt and no mention of health benefits and health insurance. Jay will work on getting these questions answered.

Karen motioned to extend the meeting by 15 minutes. Lisa seconded. Motion passed.

## ADJOURNMENT

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