



**Nederland Community Library District
Board of Trustees Meeting Minutes**
5.23.18

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

ROLL CALL

Present: Karen Fletcher, Scarlett Ponton de Dutton, Rick Rudstrom, Lisa Ryder

Absent: John Adler, Andrea Begin, Morgan Gates

Library representative: Tom Lambrecht, Library Assistant

PUBLIC COMMENT

No comments in person, electronically, or by phone.

MINUTES

Karen motioned to approve the April 25th 2018 board meeting minutes. Rick seconded.
Motion passed.

REPORTS

Library Director's Report:

No director report due to vacant director position.

Tom Lambrecht from the library provided the following written report:

Background: We had two "incidents" with the building that, unfortunately, occurred just as our past Library Director was scheduled to leave.

Lisa Ryder's husband, Tom, kindly met with me on Tuesday, May 1 to examine our HVAC system and take a look at the areas where our roof was leaking. Here is what happened and my relevant conversation with Tom R. and his questions regarding our building maintenance

HVAC:

I noticed sounds of running water on Saturday, 4/28 when I opened. This is a normal occurrence (evaporative cooler) that usually lasts an hour or less. When we happened to notice that it was still running some hours later near closing, we shut off the water to the system (volume of water released is very large). Kris from MTech diagnosed it as a defective solenoid controlled valve that had frozen in the open position. He replaced the valve and checked the system for other issues and we're up and running again (fortunately since the temps have dropped).

Tom went over the key components of the system with me (as did Kris). During his visit, Kris took some time to review basic info on water and power shutoffs in the event of problems; Tom filled me in on all the things that could go wrong on a modern, complex system like ours.

My main takeaway from Tom was the need for regular inspections and tracking maintenance on the system including boiler descaling, filter changes. Due to the complexity and expense of the system (and the challenges posed by trying to replace it due to its size) failure to perform that work will be very expensive down the road.

I believe MTech is handling at least some of the requisite maintenance - does the Board have this information or does it reside in Jay's office (*action item*)? Tom R. might be willing to review maintenance information up to the present for us.

Roof:

During the recent snow melt episode, leaks were observed in the ceiling: from a spot near the front deck and from a spot in the children's section. This was a new issue for the library building.

One theory was that Namaste Solar may have created the leaks during the recent solar panel installation. Jay had told me that Fransen Pittman (original building contractor) had sent a roofer out to inspect after our initial leakage incident (several days after ~5 inches snow) and "didn't see anything wrong but applied caulk to a few spots anyway."

Since the original leaks were observed, we have had some rain and a significant heavy, wet snow event with no signs of leakage observed which may support Tom R.'s theory that we might have ice dam issues.



Discussion continued:

Internet Issues:

Patron computers and library computers continue to freeze at opening due to scheduled updates. Could we change the schedule for when computers boot up? Maybe before the library opens rather than the current time of 10:00. Sometimes the freeze creates a backlog and patrons must be checked out manually.

Director opening:

Tom stated that he believes it would be beneficial for the new director to have familiarity with the AspenCat system. Michael Carlson, the Director of the Gilpin Public Library, has expressed willingness to assist the new director with any areas of learning that are needed.

Funding requests:

The library staff would like to host an invitation only retirement party for Bert. Karen motioned to approve up to \$250 for the party and gift. Scarlett seconded. Motion passed. Date and time TBD.

Heather Hansen, author, is tentatively schedule for a presentation at the Nederland Community Center to discuss her new book "Wildfire" on August 11th. Rick motioned to approve up to \$400 for her speaking fee and associated costs for the Community Center venue. Karen seconded. Motion passed.

President's Report:

Karen provided the following written report:

The staff and volunteers have been doing a great job running the library in this interim period. There have been issues with the HVAC (Tom will have more information), the equipment (printers, etc.) but they've been handled immediately.

The problem with the HVAC and water running constantly, that Jay spoke about at the last meeting, turned out to be an ERV valve that was stuck open. We needed to immediately address that problem, and it has been fixed by MTech.

We received an email from Rachel Mountain at Namaste Solar with the following information: to date (May 4, 2018) the library has saved 14,467.39 lbs of CO2 emissions, which is the equivalent of planting 364.38 trees.

Information from Jay 4/28/18:

B&M Roofing came out yesterday to look at our roof. [\(303\) 443-5843](tel:3034435843)
They said they didn't see anything wrong with it and caulked a couple places.



Their thoughts are that there might be leaks in the high, vertical banks of windows (clerestory windows?) that run east to west in the center of the building.

B&M was recommended by our contact in the company that built the library.

Tim Williams
Fransen Pittman General Contractors
twilliams@fransenpittman.com
(P) 303-783-3900
(M) 720-935-4102

I would recommend contacting Tim, telling him what the roofers said, and then asking for recommendations on people to look at those windows.

Sorry that I wasn't able to resolve this before leaving,

Jay

UPDATE: As of 12:30 Saturday 5/19 there were no leaks even with the constant rain we're having.

4-28-18

I put Max, Lynda McGinley, and the people from Applied Trust in contact with one another.

I will ask staff to see how the internet is doing and sometime mid-week ask Tom to contact all of them - and you - with a response on whether it has been fixed or hasn't changed.

Jay

Vice President's Report:

No report

Treasurer's Report:

No report

Library Board Liaison's Report

Rick attended the Foundation board meeting. A potential new member attended their meeting. The photography class is scheduled for 14-17 year olds with a professional photographer that will lead it. Volunteers from the Foundation Board will provide their participation. They will conduct background checks and provide liability waivers for all.

The Foundation Board also discussed changes to by-laws.

An Executive Session meeting of the District Board of the Nederland Community Library is being convened at 8:02 p.m. on May 23, 2018 for the sole purpose of discussing the applications



received and strategies for hiring the library director. Attending are Karen Fletcher, President; Scarlett Ponton de Dutton, Trustee; Rick Rudstrom, Trustee; and Lisa Ryder, Secretary. The executive session meeting was adjourned at 8:27 p.m. and we have reconvened in regular session.

NEW BUSINESS

Director search

Karen motioned that the Library Director, as well as the Youth Services Coordinator, undergo background checks pre-hire for future hires in order to follow prescreening procedures outlined by the Mountain States Employer's Council. Scarlett seconded. Motion passed.

Director's Discretionary fund amount and Emergency Fund amount

Karen will contact Jay to verify what the average expenses were that could be paid from the discretionary fund before an amount is set. We also discussed an amount for an emergency fund and having a board member designated to approve funding as needed on behalf of the board. Amounts and continued discussion tabled until the next board meeting.

Appoint new HR point person on Board

Karen motioned to appoint Scarlett Ponton de Dutton as the new HR point person. Rick seconded. Motion passed.

Karen motioned to extend the meeting to 9:15 p.m. Rick seconded. Motion passed.

UNFINISHED BUSINESS

Recap of Tom Ryder facility recommendations

Tom's written report of his visit to the library with Tom Lambrecht is attached.

Reconsideration Policy Review and Approval

Both the Reconsideration Policy and Collection Policy reviews are tabled to the next meeting.

ADJOURNMENT

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

ATTACHMENTS: *Tom Ryder Library Visit notes and facility recommendations*