



Nederland Community Library District Board of Trustees Meeting Minutes

6.27.18

The meeting was called to order at 7:03 p.m.

ROLL CALL

Present: Karen Fletcher, Scarlett Ponton de Dutton, Rick Rudstrom, Lisa Ryder, Andrea Begin, Morgan Gates

Absent: John Adler

Library representative: Tom Lambrecht, Library Assistant

Foundation Board Member: Kathy Guyton

PUBLIC COMMENT

No comments in person, electronically, or by phone.

MINUTES

Karen motioned to approve the May 23rd 2018 board meeting minutes. Rick seconded. Andrea abstained. 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:

Internet

Spoke to Michael Carlson at GCPL about their experiences with MtnBroadband and Century Link. Interestingly, they are using VOIP for their phones and are satisfied with it.

June 19 - after repeated internet issues, got ahold of a "Tier 3" Tech at Century Link who helped me remotely troubleshoot our connection and hardware. Our six year old modem was dropping connections in the log and I swapped in a refurb that we had



lying around which stabilized things-still slow, but not timing out as much and no patrons leaving.

Email with quotes from Gary Fleshman:

The fiber 20Mb IQ Internet bundle came in at \$950/month with no installation cost on a 36 month term. The bundle includes a rental Cisco router and 8x5 dedicated maintenance. The high cost is due to a fiber build needed to bring the fiber 900 feet to the building. Instead of a large install fee, we rolled the costs into the monthly amount. If we go to a 50Mb bundle, the cost will be around \$1200 per month.

I have included the DSL costs below so everything is on one page for you.

VDSL – 20M/2M

12 month term – \$139.50/month

24 month term - \$131.75/month

36 month term - \$124.00/month

Rental modem is \$9.99/month

Modem purchase is \$99.99

Installation fee is \$59.99

The current bill for internet is \$40 less per month than the VDSL option.

Patron Computers

Reminder that we haven't had a Win 10 security update from Max Taylor while we wait for a more robust Web connection (he is manually updating each of the 10 patron computers). We'll need to make a decision on this pretty soon. Max charges \$50/hour and the process takes some time-auto updating would be preferable, but it was slowing our system to a crawl.

Clean up progress/maintenance closet clutter

Storage solutions

Discussion regarding storage container on site. Auditor needs to be contacted to verify how long we need to store paper records.

M-Tech discussion

Karen will look for a copy of the current maintenance contract.

Bert's retirement party this Saturday 4:30 PM

Foundation Report:

The book sale will be held on Saturday July 28th from 10-4 and Sunday July 29th from



12-4. Volunteer help is needed to set up on Friday and tear down on Sunday. Lisa from the Library District Board will attend the Foundation Board meeting on July 18th.

President's Report:

Karen provided the following written report:

Again, the staff have all been amazing at taking care of issues as they arise. Thanks to all of them!

Morgan and I have been taking care of bookkeeping, paying bills and payroll. So everything should be all caught up when the new director starts.

The search for the New Director is moving along well. We have 3 finalists, Emily Fidelman, Elektra Greer, and Patricia Sherman. I'll bring their resumes to the meeting for everyone to review. We (Karen, Scarlett, Lisa, Morgan and Tom) did the first round of interviews on 6/16 and determined the 3 finalists. The first round of questions were designed to be more general, and the second round designed to be more focused on certain tasks/abilities (bookkeeping, dealing with difficult people etc.). The second round is set for Tuesday evening 6/26, so I'll have more info at the meeting. This has been time intensive so all involved, so thanks everyone, all your time is greatly appreciated!

We had another issue come up with the boiler, which involves some work bringing it up to code. We'll discuss this more as an agenda item, and I'm attaching the email I received from the State Inspector and 2 bids to complete the work.

Vice President's Report:

No report

Treasurer's Report:

Morgan provided the following written report:

1. As of May 31st, 2018 checking/savings totaled \$393,146.98 of which we have approximately \$47,017.72 in Checking, \$203,739.26 in Savings, \$82,390 in our Reserve Fund, \$30,000 in land development fund, and \$30,000 in our long-term maintenance fund.
2. May 2018 income totaled \$48,502.97, of which \$46,449.51 was from Property Tax Revenue and \$1,813.88 was from Specific Ownership Tax.
3. May 2018 expenses totaled \$13,623.75. Of that, expense categories exceeding \$1,000 are: \$1,315.80 was for Maintenance, \$10,292.16 was for Payroll.



4. In an effort to track our electric and gas savings since installing solar, a year to year comparison/savings will be included in either the Director's Report, or the Treasurer's Report. Electric and gas this month were paid in April before Jay left, he then started autopay, so no electric and gas expenses are shown this month. We were also credited \$420 for a meter misread. For the approximate period between 4/11/17 – 5/10/17 gas and electric were \$528.03 while 4/11/18 – 5/12/18 was \$269.74, a savings of \$258.29!

*Following discussion: Andrea pointed out that the Investment Policy needs to be updated annually and the Fitch rating report every 3 years.
The audit needs to be approved by July 31st, but an extension is possible.*

NEW BUSINESS

HVAC Boiler Inspection and bids

Karen received two quotes, one from MTech, one from Control Service Center to replace the boiler EPO switch required by a recent inspection.

Lisa will contact Control Service Center to get a quote for a service maintenance contract. Karen will look for the existing MTech contract.

Karen made contact with a potential handyman for the library, Duane Blankenship. The board agreed to have him be the first call the next time a repair within his scope is needed.

An Executive Session meeting of the District Board of the Nederland Community Library is being convened at 8:40 p.m. on June 27, 2018 for the purpose of discussing the applications received and strategies for hiring the library director and possible assistant director. Attending are Karen Fletcher, President; Scarlett Ponton de Dutton, Trustee; Rick Rudstrom, Trustee; Morgan Gates, Treasurer; Andrea Begin, Trustee; and Lisa Ryder, Secretary.

Karen motioned to extend the meeting to 9:30 p.m. Rick seconded. Motion passed.
Karen motioned to extend the meeting to 9:45 p.m. Rick seconded. Motion passed.

The executive session meeting was adjourned at 9:35 p.m. and we have reconvened in regular session.

Karen motioned to offer Elektra Greer the position of Nederland Community Library Director after July 5th pending background check, reference checks, comments from staff and community with salary to be \$50,000 and to include health benefits and a \$5,000 moving bonus.

Morgan seconded. Motion passed.

UNFINISHED BUSINESS

Director Search update



Director's Discretionary fund amount of \$1,000 and emergency repairs tabled for July board meeting

ADJOURNMENT

Karen moved to adjourn the meeting at 9:37 p.m. Rick seconded and the motion passed.