



Nederland Community Library District Board of Trustees Meeting Minutes

4.25.18

The meeting was called to order at 7:20 p.m.

ROLL CALL

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

Library Director: Jay Mann

Foundation Board Member: Christy Howe

PUBLIC COMMENT

No comments in person, electronically, or by phone.

MINUTES

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

REPORTS

Foundation Report:

The Chuck Edelstein Memorial fund will be spent on a photography class. Details are still being worked out and coordinated with the library director.

Other projects for foundation money include Childrens' programming that will be funded, and potential for a sign, and grounds maintenance. Christy and Molly will be on the exploratory committee with the historical society.

The foundation board expressed interest in continuing liaisons attending alternate board meeting every other meeting, or even quarterly.

Library Director's Report:

Jay submitted the following written report:

Library Bond Payment

I paid our spring payment early.

Facility

One of the HVAC's VFD (variable-frequency device) has been malfunctioning. When it stops working, the supply fan doesn't work and we do not get any air from the HVAC



system here in the library. A temporary fix is to turn off the system, go into the attic and reset the VFD manually, then turn the system back on again. This issue is happening with increasing frequency and M Tech said that the current VFD can't be serviced/fixed. They gave us a bid for replacing it.

Annual Audit

In order for our audit to be complete, the Board needs to approve a revised 2017 budget which reflects payment of previous debt and incursion of new debt.

Staff

We had 27 applications for the Library Assistant Position. We interviewed 9.
Hired Marni Siegal for this position.

Website

Kay will continue to maintain it in with Mike doing occasional tweaks.

Land Development

I will forward the committee member's contact information to Emmet Hoyl (Nederland Historical Society).

Library Foundation

Had their annual volunteer appreciation dinner on Monday, May 23rd.

Children's and Youth Programming

The SRP's events have been planned. Mike is in the process of setting up visits at the schools to promote it (this is our biggest outreach opportunity to schools of the year). The Tinker Time program (for K-3) was a hit.

Adult Programming

Cathy Grace's program (Forever Fit & Flexible Movement Class) filled the meeting room. We did a scientist talk this week and will do a final one (discussing the Nepal Earthquake) next week. On May 1st there will be a film screening (on Wendel Berry). In June, Heather Hansen will be doing a discussion. She wrote a book about her time with the Boulder Station 8 Fire crew (some of whom live here in Nederland) during the Cold Springs Fire.

Internet

Our internet has been completely unreliable over the few weeks. Sometimes it is very slow, other times it doesn't work at all. Both Applied Trust (the IT company we hired) and Century Link have been here multiple times without being able to give a firm diagnosis. Applied Trust believe that the issue is external (Century Link), while Century Link says we have internal problems.

Marketing Plan

On hold until the new director is here, including surveys and pop-ups that were to be completed in April.



Handyman

Someone is needed various tasks, including replacing light bulbs that specialized, high up or require disassembly. Morgan volunteered to contact Joe Hall to see if he is interested.

President's Report:

No report

Vice President's Report:

No report

Treasurer's Report:

No written report upon Dana Edwards resigning.

The next book order will be double to go through July, but not billed all at once. Total cost for health insurance can be added to the budget for next year. There is enough surplus to cover this year's expenses.

NEW BUSINESS

Revised 2017 Budget

Andrea pointed out that the Investment policy will need to be reviewed every year prior to the audit.

Karen motioned to approve the 2017 revised budget which reflects the bond refinancing. Rick seconded. Motion passed.

Internet

Max will be on site on Sunday to try to diagnose bandwidth issues. Linda from Applied Trust has volunteered to help as well.

Research needed to determine if Nednet is a potential option because the fiber could be run across the road. Research is also needed to find out why we can't tap into the fiber that the township uses. Karen proposed looking at Township minutes to look into the topic. It was also suggested to contact Joe Giralch, the past mayor, to find out what he recalls.

Repairs to HVAC

The quote from MTech to replace the supply fan VFD on the energy recovery ventilator is \$2275.00 and includes a one year warranty. John motioned to approve the \$2275 for the repair out of the \$5,000 budget. Andrea approved. The motion passed.

New Treasurer

Karen motioned to approve Morgan Gates as the new Treasurer. John seconded. The motion passed.



Interim Plans

Lisa will be the contact for Facilities Management questions and repairs. Tom Lambrecht will be the on-site contact.

The staff has emergency contact information and has assumed additional roles and responsibilities until a new director is in place.

The board determined that Roberta should take overall responsibility and can train Marni, the new library assistant, before she leaves at the end of May.

Jay paid bills in advance except for Century Link because of uncertainty of how to proceed with the Internet.

ADJOURNMENT

John moved to adjourn the meeting at 8:17 p.m. Andrea seconded and the motion passed unanimously.
