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

7.25.18

The meeting was called to order at 7:09 p.m.

### ROLL CALL

Present: Karen Fletcher, Scarlett Ponton de Dutton, Lisa Ryder, Morgan Gates

Absent: John Adler, Andrea Begin, Rick Rudstrom

Library Director: Elektra Greer

Library representative: Tom Lambrecht, Library Assistant

### PUBLIC COMMENT

No comments in person, electronically, or by phone.

### MINUTES

Karen motioned to approve the June 27th 2018 board meeting minutes. Scarlett seconded. Motion passed.

### REPORTS

#### Library Director's Report:

Elektra Greer attended the meeting, and while no official report, she discussed some ideas for the library.

Tom Lambrecht from the library provided the following report:

- Internet VDSL update
- Patron complaints regarding some tables being dirty. They are difficult to clean. It may be best to replace the worst ones.
- Patrons have also complained of pot holes in parking lot and that at times the lot fills up with non-patron cars (especially on weekends) leaving no space for patrons. Discussed putting a sign out that reads parking for library patrons only.

#### President's Report:

Karen provided the following written report:



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Things have been going smoothly day to day at the Library. All the staff have been amazing at handling situations that have arisen.

I have located the MTech maintenance contract and will scan and send to everyone before the Board Meeting. It turns out there's a binder in Jay's former office where the employees of MTech write all maintenance work they do.

That's basically it for this month – just very excited that Elektra has accepted the job, and will be attending the meeting!

Karen received communication from the Boulder County Assessor's Office regarding the properties excluded from the library district whether they are still indebted to the bonds. Karen will contact Dick Lyons, library counsel, regarding the letter to get his opinion.

#### Foundation Liaison Report:

Lisa attended the July 18<sup>th</sup> Foundation Board meeting. The main topic of discussion was the book sale.

#### Vice President's Report:

No report

#### Treasurer's Report:

Morgan provided the following written report:

1. As of June 30<sup>th</sup>, 2018 total checking/savings totaled \$464,659.87 of which we have approximately \$28,666.41 in Checking, \$293,603.46 in Savings, \$82,390 in our Reserve Fund, \$30,000 in land development fund, and \$30,000 in our long-term maintenance fund.
2. June 2018 total income totaled \$90,144.66, of which \$87,897.85 was from total Property Tax Revenue and \$1,939.36 was from total Specific Ownership Tax.
3. June 2018 expenses totaled \$17,512.78. Of that, expense categories exceeding \$1,000 are: \$3750.65 was for Books and Materials, \$2187.5 was for Maintenance, \$9,151.97 was for Payroll, and \$1,023.95 was for Professional Fees (including \$850 annual fee for Employers Council).
4. For the approximate period between 5/10/17 – 6/11/17 electric was \$676.91 while 5/10/18 – 6/11/18 was \$64.89, a savings of \$612.02!

NEW BUSINESS



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Welcome to Elektra Greer, the new director! August 7<sup>th</sup> is her official start date, but she will attend the book sale on Saturday. Jay has kindly offered to come up after a couple of weeks of her being in the role to work with her.

#### UNFINISHED BUSINESS

##### Centurylink:

Morgan motioned to add VDSL from Centurylink for a 12 month contract for \$139.50 per month. Scarlett seconded. Motion passed.

##### MTech:

Karen located the current M-Tech service agreement, which is up in August. Lisa will get a quote from Control Service Center for a service maintenance agreement. Karen motioned to hire Control Service Center to replace the switch on the boiler in order to bring it up to code. Scarlett seconded. Motion passed.

##### Personnel issues:

Scarlett motioned to revise the paragraph on page 15 of the employee manual under the section Employee Benefits and Time Off from Work that currently reads "Only full-time employees are eligible for paid holidays. All other employee classifications are not paid for holidays, whether or not the holiday falls on a regularly scheduled workday." to the following language: "Full time employees are eligible for paid holidays. Part time employees are also eligible for paid holidays *only if* it falls on a regularly scheduled day, and they will be paid just for the regularly scheduled hours. Example: An employee work 2 hours every Monday, and for Memorial Day (which falls on a Monday) will get paid 2 hours of holiday pay."

*Karen motioned to extend the meeting to 9:30 p.m. Scarlett seconded. The motion passed.*

Scarlett motioned to promote Tom Lambrecht to Assistant Director effective August 1<sup>st</sup>. Karen seconded. Motion passed.

#### ADJOURNMENT

Karen moved to adjourn the meeting at 9:24 p.m. Lisa seconded and the motion passed.