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## Nederland Community Library District Board of Trustees Meeting Minutes 9.26.18

The meeting was called to order at 7:18 p.m.

### ROLL CALL

Present: Karen Fletcher, Scarlett Ponton de Dutton, Lisa Ryder, John Adler, Andrea Begin

Absent: Rick Rudstrom, Morgan Gates

Library Director: Elektra Greer  
Assistant Library Director: Tom Lambrecht

### PUBLIC COMMENT

No comments in person, electronically, or by phone.

### MINUTES

Karen motioned to approve the September 4<sup>th</sup> 2018 board meeting minutes. Scarlett seconded. John and Andrea abstained. Motion passed.

### REPORTS

#### Library Director's Report:

Elektra submitted the following written report:

#### Library Foundation

Director will serve as the liaison to Foundation meetings, with Assistant Director serving as liaison if Director is unable to attend.

A revised MOU between the District Board of Trustees and the Foundation would be in each organization's best interests. Gift policies should be discussed and possibly revised, especially in consideration of items that will reside in and on library property. There are many free and accessible resources through United for Libraries (A division of American Library Association) that can help guide the process.

Library staff will pre-screen and organize donated books into categories that will help Foundation expedite sales items vs. "thrift" items

Library staff will be encouraged to keep LFL and Foundation bookshelf filled with appealing items.

Foundation approved Book coupons to be given out for free books at outreach events



Outreach, Communications and Marketing

Children's tent at Nedfest –great success; will reach out to Foundation for more stable tent with NCL logo  
Newsletter and rebooting Facebook  
Re-starting Mountain-Ear columns, twice a month

Adult Programming

Winter Popular Science book club will be returning; Fall upcycled book crafts; author talks on current events.

Collection Development and Purchasing

Streamlining Ingram ordering and making more frequent purchases, especially to fill patron requests.

KOHA ILS system AspenCat Users Conference; October, 2-day conference; our current ILS system will be migrating to a newer version of KOHA in February 2019.

Circulation policies--trying fewer restrictions on amount of items/ and types of items patrons can check out; we will observe circulation numbers vs. patron responses

Assistant Director report

Facility

Update on HVAC compliance  
*Comment: Tom will submit scope of services to Control Service Center to get a more accurate maintenance quote and meet with someone to review the HVAC system.*  
Fire safety  
2019 budget considerations (new Agenda item)  
New glass tabletops installed

Internet

VDSL line— installed in —actual speed on test is 18MG download and 1.9MG upload; 50% improvement on download; 200% increase in speed for upload (pending reconfiguration); Jim Guyton (volunteer overseeing/helping with this)

Children's and Youth Programming—Michael Sivcovich

Upcoming fall events aim to incorporate more teen programs and events such as Escape Rooms, a Halloween event, and a Harry Potter trivia night. These are in addition to Teen Advisory Board and board games. Children's programming is still being confirmed, but in addition to after-school programming (Crazy 8's Math, Chess, Legos, Makerspace). Outreach has been successful in drawing field trips to the library from both NES and NMSHS, as well as from Teens Inc.



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Bringing students in with classes has been a great way to offer library cards and services to students who may not have considered NCL as a go-to resource. We would like to include more educational programming as opposed to performances, although, with the great turn out for children's performances, we certainly will include some of our favorites.

Summer Reading Program was again a success this year, despite official enrollment dropping from previous year; with 12 SRP events and programs this year, total attendance reached 162. We had 7 students complete their bingo sheets and be entered into the grand prize drawing. Successes include bringing in new performers and incorporating arts and craft based events and storytimes. Instrument making programs yielded a bit higher than normal attendance for elementary/preschool aged students, making like programming a goal for the fall and winter storytimes, as well as school break. There also is a trend with newer performers having better attendance than the "tried and true" performers that have been on our calendars in past years, so reaching out to other libraries for performance ideas will hopefully garner new and exciting acts.

President's Report:

No report

Vice President's Report:

No report

Treasurer's Report:

Morgan submitted the following written report:

1. As of August 31st, 2018 total checking/savings totaled \$438,140.95, of which we have \$14,736.15 in Checking, \$281,014.80 in Savings, \$82,390 in our Reserve Fund, \$30,000 in land development fund, and \$30,000 in our long-term maintenance fund.
2. August 2018 total income totaled \$393, of which \$0 was from total Property Tax Revenue and \$0 was from total Specific Ownership Tax.
3. August 2018 expenses totaled \$18,032.11. Of that, expense categories exceeding \$1,000 are: \$1,310.60 was for total maintenance, and \$12,108.54 was for Payroll.

Attachments: 18-08 Balance Sheet, 18-08 Profit & Loss, and 18-08 Budget vs. Actual.

**NOTE: There was a delay in the August deposit of the Property Tax Revenue, and the Specific Ownership Tax Revenue, so total income mentioned above is inaccurate. These deposits are currently showing on the September 2018 P&L**

Library Board Liaison's Report

Tom Lambrecht attended the Foundation board meeting. Discussion regarding the gift policy and respective board roles. Private meeting on October 18<sup>th</sup> to discuss issue with paver donation.



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There was a recap of the book sale which included selectivity of donated books and partnering with Thriftbooks, which costs money.

## NEW BUSINESS

### Review of bylaws, Article 6, Meetings

Based on the language, the board is in agreement that trustees can call in for meetings and be able to vote.

Discussed possibility of investing in a telecom device to facilitate clear communication

### Preliminary 2019 Budget items to consider

- Facilities maintenance and possible facilities consultant. Elektra will do more investigation on what other libraries do at the upcoming AspenCat conference.
- Upgraded internet
- Expanded hours-open on Sundays from November through February from 2-6 so the parking lot is available after church services
- Staff Performance reviews

Andrea will help with the budgeting based on previous experience

Karen motioned to extend the meeting until 9:10. John seconded. Motion passed.

## OLD BUSINESS

### MTech/Control Service Center

Reviewing proposals prior to contract renewal with MTech

## OTHER BUSINESS

John suggests reviewing 2 policies per month with board membership help so they are up to date.

We will be revisiting the marketing plan with Slate marketing now that a director is in place.

John asked about any plan with the historical society. Based on developments following the initial presentation, the consensus is that it doesn't seem as if it will move forward.

John will do more research on the sign for the library to promote events, and present options.

John inquired about the speed limit sign. Karen has had some discussions with officials and it seems it won't change.



Elektra will research options for filling in holes in the parking lot and find someone to snowplow.

#### ADJOURNMENT

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