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## Nederland Community Library District Board of Trustees Meeting Minutes

10.25.18

The meeting was called to order at 7:13 p.m.

### ROLL CALL

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

Absent: Morgan Gates, Andrea Begin

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 26<sup>th</sup> 2018 board meeting minutes. John seconded. Motion passed.

Karen motioned to approve the October 11<sup>th</sup> 2018 board meeting minutes. Scarlett seconded. Lisa and John abstained. Motion passed.

### REPORTS

#### President's Report:

Karen's term is up in January. She will stay on to help transition until June.

John resigned from Vice President position. Karen motioned to approve Rick as Vice President. Scarlett seconded. Motion passed.

Karen would like to see a better tracking system for board members' terms. A letter to the Boulder County Commissioners is required for new board members.

Elektra will review the by-laws for the number of allowable absences for board members.

There must be public notice in advance when the board will be going into Executive Session. Executive sessions are required to be recorded on tape and kept for 90 days.

#### Vice President's Report:

No report

#### Foundation Report

- Foundation approved \$1,150 for Library District for custom-designed, outreach canopy, folding chairs, staff-t-shirts and NCL give-away items.



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- Discussed possibility of sharing cost at Community Center facility for storing some Library items.
  - Updated Foundation on threatened litigation from Mr. Chinnock
  - Director informed Foundation of moratorium on pavers fundraiser

#### Treasurer's Report:

Morgan submitted the following written report:

1. As of September 30th, 2018 checking/ savings totaled \$429,943.65, of which we have (-2,309.13) in Checking, \$289,862.78 in Savings, \$82,390 in our Reserve Fund, \$30,000 in land development fund, and \$30,000 in our long-term maintenance fund.
2. September 2018 total income totaled \$3,715.76, of which \$1,698.32 was from total Property Tax Revenue and \$1,974.09 was from total Specific Ownership Tax.
3. September 2018 expenses totaled \$17,978.65. Of that, expense categories exceeding \$1,000 are: \$1,328.46 for books and materials, \$1,822.10 for total maintenance, \$1,193.75 for professional fees, and \$10,989.54 for Payroll.

#### Library Director's Report:

Elektra submitted the following written report:

##### *NCL Policies review; MOU draft; Legal Issues Hot Topics for Library Districts*

- Consulting with District counsel on District-Foundation MOU; Library Lost & Found Policy and Library Arts Exhibit policy. Consulting with counsel regarding verbiage for signage for possible security cameras, creek signage and "falling snow" signage.
- Legal hot topics for libraries and special districts --staff and Board program? Invite Foundation Board members?

##### *Update on Programming*

- First session of Children's programs (Chess, Crazy 8's) ended strong. Teen programs need to be revised to find better time and date for attendance.
- Hosting 3-part computer programming workshop at library in conjunction with Nederland Middle/High School Robotics team
- Good attendance at October adult events; more events planned this month.
- Will be crowdsourcing booktitle purchases for Popular Science bookreads in 2019.
- Connected with Jacqui Anlay-Conley, Nederland Mining Museum Coordinator, regarding programs around Caribou Mine, Duane Smith's book and 150<sup>th</sup> Anniversary (summer 2019)



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State Grant to Libraries

- Received \$4,000 for 2019 to purchase educational resources to further expand our collections.

Professional Development

- Tom attended 2-day AspenCat Users meeting (Elektra went half-day); he will be point person for migration to new system in February 2019.
- Mike and Elektra attended Storytime/Early Literacy program, hosted at High Plains Library District.
- All-staff meetings to review policies and procedures are beginning in November.

Marketing

- Kay has updated elements on website. We will soon be linking to booklists that Cathy is helping oversee.
- Slate Communications—setting up meeting for November. What is best use of their expertise?

Assistant Director Report

Facility

*Keyless, electronic door entry for front and back doors*-Preliminary quotes received for door keypad and alarm for \$2,000-\$2,500 per door. Card entry system is deemed to be too expensive and difficult to wire.

*Emergency "panic button" for staff at main desk*-Elektra would like to see this happen. The cost would tie into the alarm system. Estimated cost is around \$2,000. It needs to be resolved who would receive the call (Nederland PD or Boulder sheriff)

There was also discussion regarding the potential value of training staff in self defense by police or other qualified authority.

*Security cameras—outdoors and indoors.* Preliminary quotes for a wireless camera at the main desk. Outdoor cameras would be wired. Worth investigating consumer options for better price point depending on installation costs and difficulty.

John motioned to approve up to \$3500 be budgeted for next year for security options, including one time installation fees. Rick seconded. Motion passed.

Related to security and liability issues is the fact that there are outside groups that use the library meeting room after hours and are currently not required to sign a liability form. Elektra is looking at documentation to provide for this purpose.

*Roof inspection*



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John has volunteered to use his drone to capture roof images for an initial inspection to be reviewed by a qualified individual. This could help reveal if a more thorough inspection is required by a commercial roofing outfit.

*Snow Removal*

There are two companies lined up for this winter season to plow the parking lot. Sidewalk snow removal is less reliable. Looking into whether the town can help.

*Parking lot*

Tom is looking into options to get the big pothole filled

Technology

*VDSL line update*-it is working well. May be able to dump DSL line to save money

*Reviewing options for online safety for children's computer usage*

*Back-up and storage of District computer files*

*Karen motioned to extend the meeting to 9:30. Scarlett seconded. Motion passed.*

NEW BUSINESS

The employee handbook needs to be amended to address compensation for full time employees that work overtime.

First Draft of Annual Budget 2019

Karen motioned to adjourn the meeting at 9:13. Scarlett seconded, and the motion passed.

**Karen moved to open a Budget Hearing at 9:13 p.m.**

Karen motioned to approve the preliminary draft of the 2019 budget. Lisa seconded. Motion passed.

Karen motioned to close the Budget Hearing at 9:25 p.m. John seconded. Motion passed.

**Karen reconvened the regular meeting at 9:25 p.m.**

*Karen motioned to extend the meeting to 9:45. Scarlett seconded. Motion passed.*

Memorandum of Understanding (MOU) with library foundation



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Director will send draft of MOU to Foundation President after it's been revised by District counsel; then bring it to District Board for approval

Budget Items

Budgeting for security option approved.

Increased storage options-first see if we can share cost with Foundation Board for storage they have at the Community Center. Scanning old items that need to be kept will also free up space.

Review Policies

*Visual and Performing Arts in the Library*-update to include open call and committee

*Lost and Found Items*-There is no current policy. Elektra will put a policy and procedure together and have the library attorney review both.

UNFINISHED BUSINESS

M-Tech and Control Service Center contracts

Tom received and reviewed quotes from both companies.

Lisa motioned to approve the contract from Control Service Center for HVAC maintenance. Rick seconded. Motion passed.

Library signage

There are 3 signs being proposed. One is for the parking lot to indicate that parking is for library patrons and Calvary church only. The second is a safety sign related to the creek. The third is to address the safety concern regarding falling snow and ice from the building. Estimated cost is less than \$1,000 for all three.

ADJOURNMENT

Karen moved to adjourn the meeting at 9:35 p.m. Lisa seconded and the motion passed unanimously.