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## Nederland Community Library District Board of Trustees Meeting Minutes

12.6.2018

The meeting was called to order at 7:16 p.m.

### ROLL CALL

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

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 November 14<sup>th</sup> board meeting minutes. John seconded. Morgan and Rick abstained. Motion passed.

### REPORTS

#### Foundation Report:

- Foundation is providing storage of non-confidential files while staff works through document management and disposal
- Library Foundation updated their Pavers publicity to reflect new District policy; moratorium on selling pavers has been lifted.
- Foundation will be selling at the Holiday market and promoting some of our library programs

#### Treasurer's Report:

Morgan submitted the following written report:

1. As of October 31st, 2018 checking / savings totaled \$411,557.02, of which we have \$23,499.74 in Checking, \$245,667.28 in Savings, \$82,390 in our Reserve Fund, \$30,000 in land development fund, and \$30,000 in our long-term maintenance fund.
2. October 2018 total income totaled \$2,911.93, of which \$641.28 was from total Property Tax Revenue and \$2,023.28 was from total Specific Ownership Tax.
3. October 2018 expenses totaled \$8,678.27. Of that, expense categories exceeding \$1,000 are: \$1,385.05 for books and materials, \$1,297 for total maintenance, \$1,690.04 for program development, and \$1,759.28 for Payroll.

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*Discussion Notes: There was a delay in reconciling with the accountant which is creating confusion and inaccurate financials for this month. Elektra will get clarification following her 12/7 meeting with Brandon (accountant) and Morgan will send an addendum. Andrea suggests Quickbooks in real time would be a better system.*

### Library Director's Report:

Elektra submitted the following written report:

#### Facility—Tom Lambrecht

- HVAC contract—CSC contract is signed; Q4 maintenance scheduled
- Security enhancements – still researching
- A couple of outside bulbs are burned out. Waiting on company to replace them. Considering replacing fluorescent bulbs with LED
- Roof inspection – still searching for a commercial roofer to inspect

#### Technology—Tom Lambrecht

- CIPA (Children's Internet and Protection Act; online safety for computer usage); filtering and signage on patron computers-two computers set aside for this youth. This is required to receive a grant we are applying for.
- Chromebooks for staff evaluation-maybe make two available to loan, or just to use in the library
- "Tech Thursday" programming-classes would be scheduled

#### Policy Reviews

- Discuss changes to "Safe child policy" and "Computer and Internet Usage" policy
- Do we need a cybersecurity policy? Elektra received training on risk assessment, confidentiality and breaches.

*John motioned to approve version 1.0 of the Computer and Internet Usage policy. Andrea seconded. The motion passed.*

#### Records Maintenance and Retention

- Nederland Community Library District has been approved by State Archivist to follow the Special Districts' Records Management Manual. We will be recording our destruction of records that no longer need to be retained.

#### Programming and Sunday Hours



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- Second sessions of Children’s programs are underway and going well. Our storytime numbers are increasing; especially in the “Babies/Toddlers” storytime.
  - Sunday hours have been very well-received and numbers are continuing to increase. Last Sunday in November had more traffic than our average Friday traffic.
  - Our Popular Science Bookclub is re-launching in January, with Irene Shonle as our presenter.
  - Caribou Mine 150th Anniversary celebration: library is one of several community partners (Town of Nederland, Boulder County) working together to provide activities next August in celebration of the Caribou Mine’s history. The library has offered to host Duane A. Smith (author of Silver Saga) and create a One Book. One Ned program around this book and in conjunction with our 2019 Summer Reading Program.

#### Staff Development

- Scarlett and myself met and discussed staff evaluations, professional development and staff retention. I will be meeting one-on-one with staff throughout December to put individual and team goals in place for 2019.

#### Marketing

- Kay has been doing extra work this past month, helping get booklists created and posted on the website.
- Slate Communications—initial meeting on December 5th.

#### Memorial Service

- Memorial service for Rosie Hauge will be from 11AM-1PM on Sunday, December 9th. Doug from Calvary okayed parking for the event. Elektra will oversee after-hours set-up on Saturday, the 8<sup>th</sup> and the memorial event before we open.

#### President’s Report:

No report

#### Vice President’s Report:

No report



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## NEW BUSINESS

Karen motioned to adopt the Resolution Adopting the Colorado Retention Manual for the Nederland Community Library District

Roll call vote:

*Karen Fletcher — Yes*

*Rick Rudstrom — Yes*

*Scarlett Ponton de Dutton — Yes*

*Morgan Gates — Yes*

*John Adler — Yes*

*Andrea Begin — Yes*

*Lisa Ryder-Yes*

Andrea motioned to approve the Safe Child Policy with minor changes to be made. Scarlett seconded. Motion passed.

## UNFINISHED BUSINESS

### Revision of Community Room and After-hours facility usage policy

John motioned to approve the Community Room and After-Hours Facility Usage policy upon additional revisions to be made. Andrea seconded. Motion passed.

*Discussion note: The board thinks it makes sense to find a method (Square?) to be able to accept credit cards for payment.*

## BOARD OFFICER ELECTIONS

President-Andrea motioned to elect Lisa Ryder as President. Scarlett seconded. Motion passed.

Vice President-Karen motioned to elect Rick Rudstrom as Vice President. Andrea seconded. Motion passed.

Employee Administrator for Library Staff-Karen motioned to elect Scarlett Ponton de Dutton as Employee Administrator for Library staff. Rick seconded. Motion passed.

Treasurer-Scarlett motioned to elect Morgan Gates as Treasurer. Karen seconded. Motion passed.

The secretary position will be open until new board members are recruited and the duties will rotate among current board members.

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

An executive session of the District Board of the Nederland Community Library convened at 9:03 p.m. on 12/6/2018 pursuant to Section 24-6-402(4)(b) C.R.S. for the sole purpose of discussing personnel matters. Attending were:



Karen Fletcher, President; Scarlett Ponton de Dutton, Employee Administrator; Lisa Ryder, Secretary; John Adler, Trustee; Andrea Begin, Trustee; Morgan Gates, Treasurer; Rick Rudstrom, Vice President.

During the executive session the board discussed personnel matters. The Board did not engage in substantive discussion of any matter not enumerated in Section 24-6-402(4)(b) C.R.S. The Board did not adopt any policy, position, resolution, rule, regulation or take any formal action. The executive session meeting was adjourned at 9:20 p.m. and we have reconvened in regular session.

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

Karen moved to open a Budget Hearing at 9:35 pm. Rick seconded, and the motion passed.

#### RESOLUTION TO ADOPT THE 2019 BUDGET FOR THE BOULDER COUNTY NEDERLAND COMMUNITY LIBRARY DISTRICT

Roll call vote:

Andrea—Yes  
John—Yes  
Karen—Yes  
Rick—Yes  
Scarlett—Yes  
Morgan—Yes  
Lisa—Yes

#### RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS, IN THE AMOUNT AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE BOULDER COUNTY NEDERLAND COMMUNITY LIBRARY DISTRICT, COLORADO, FOR THE 2019 BUDGET YEAR

Roll call vote:

Andrea—Yes  
John—Yes  
Karen—Yes  
Morgan—Yes  
Rick—Yes  
Scarlett—Yes  
Lisa—Yes

#### RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2018, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE BOULDER COUNTY NEDERLAND COMMUNITY LIBRARY DISTRICT, COLORADO, FOR THE 2019 BUDGET YEAR

Roll call vote:

Andrea—Yes  
John—Yes



Karen—Yes  
Rick—Yes  
Lisa—Yes  
Morgan—Yes  
Scarlett-Yes

#### CERTIFICATION OF TAX LEVIES FOR NON-SCHOOL GOVERNMENT

Roll call vote:  
Andrea—Yes  
John—Yes  
Karen—Yes  
Scarlett—Yes  
Rick—Yes  
Lisa—Yes  
Morgan-Yes

Karen moved to end the Budget Hearing at 9:42 pm. Rick seconded and the motion passed.

#### ADJOURNMENT

Karen moved to adjourn the meeting at 9:45 p.m. Rick seconded and the motion passed.