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## Nederland Community Library District Board of Trustees Meeting Minutes

1.30.19

The meeting was called to order at 7:05 p.m.

### ROLL CALL

Present: 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

Guests as potential NCL District board members:

Annie Thayer

Benjamin Teitelbaum

### PUBLIC COMMENT

No comments in person, electronically, or by phone.

Lisa Ryder resigns as Board president.

Karen motioned to nominate Rick as NCL District Board President. John seconded. Motion passed.

Scarlett motioned to nominate Lisa as NCL District Board Vice President. Rick seconded. Motion passed.

### MINUTES

Rick motioned to approve the December 6<sup>th</sup> 2018 meeting minutes. Karen seconded. Motion passed.

### REPORTS

#### President's Report:

No report

#### Vice President's Report:

No report



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### Treasurer's Report:

Morgan submitted the following written report:

1. As of December 31<sup>st</sup>, 2018, checking/savings totaled \$253,723.46, of which we have \$11,167.50 in checking, \$100,166.46 in savings, \$82,390 in our Reserve Fund, \$30,000 in land development fund, and \$30,000 in our long-term maintenance fund.
2. December 2018 total income totaled \$2,242.31, of which \$0 was from total Property Tax Revenue and \$2,189.26 was from total Specific Ownership Tax.
3. December 2018 expenses totaled \$33,781.41. Of that, expense categories exceeding \$1,000 are: \$3,369.52 for books and materials, \$2,721.77 for ILS/KOHA, \$3,557.52 for total maintenance, \$2,195.11 for professional fees, \$1,915.49 for program development, \$2,120.35 for Utilities, and \$16,826.76 for Payroll.

### Foundation Report

Elektra attended the Foundation Board January meeting

- Foundation will be providing a total of \$5,000 to the Library this year; \$3,000 for Youth Programming, the 150<sup>th</sup> Caribou Celebration, and marketing materials with our logo (t-shirts, etc.); \$1,000 for leveling/landscaping the adjacent property and creating a simple, wooden stage area for summer storytimes and concerts; \$1,000 to be used toward covering cost of patrons reserving community room for after-hours usage
- Foundation would like to have joint Board meeting in March; I suggest having Crystal Schimpf from the State Library join us to talk about one of the following topics: Basics of Good Governance, Legal Hot Topics for Libraries, Board Self-regulation tactics, Interrelationship Amongst Library Governing Boards/Friends/Foundations, Current Trends in Public Libraries
- Foundation will be purchasing books to be placed in our library collection in honor of Board members who complete their terms.

### Library Director's Report

Elektra provided the following written report:

#### Technology—Tom Lambrecht and Elektra

- Migrating to updated KOHA system
- Cost of Century Link—3 accounts

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### Programming and Sunday Hours

- Our Henna program had highest registration of the month
- Our Popular Science Bookclub had full attendance in January and has full registration for February.
- Storytimes and Youth Programs are all going strong and our new volunteer, Kathleen (a former children's librarian) will be taking some storytimes to allow Michael to do more outreach.
- Yoga storytime will be launching in February along with Scrabble nights at Very Nice Brewery.
- Response to our newsletter community question on expanding Experience Passes was significantly higher than any other survey question, so we are expanding that program to include more museums, cultural evenings and hockey! Roberta is working some extra hours helping to get it set up. We will be launching Aquarium, Botanical Gardens and Butterfly Passes (with Experience Backpacks) in March.
- Preparation for the Caribou Mine 150th Anniversary celebration is progressing well with members of the Nederland Area Historical Society taking part in the planning. We are still deciding on OneBookOneNed, but are progressing with other library-centric programming.
- Board vote on the "Burro" logo
- Frozen Dead Guys Days Coffin race—Saturday, March 9<sup>th</sup>—please consider cheering on our "Frozen Dead Poets" team.....great visibility for the library!
- Sunday hours have continued to be successful with moderate to high traffic; we had our first group reserve the community room for Sunday hours, with 15 attendees.

### Personnel Update

Staff reviews are underway; three staff will be receiving a small merit increase this month.

A shared-job custodial position will be posted in February to provide some help for our current custodian who would like to only work four days a week; we will need two days a week of extra help (this helps with Sunday traffic).

### Library Incidents

This past month we have had three patron incidents, two requiring outside support from public safety. Staff have shown they handle challenging patron interactions very well and have communicated they would like more staff training around handling mental illness.



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There will be an all-staff meeting in March providing training and support in handling patron conflicts and in learning more about providing basic mental health first aid.

Public Library Annual Statistics:

Elektra shared some statistics regarding how Nederland compares to similarly sized libraries.

NEW BUSINESS

Review of Security Camera Policy

Wireless, battery powered consumer grade cameras can be used inside, and Tom can install them. External cameras will require professional installation. Target for installing internal and external cameras is by the end of March.

Data for internal cameras is stored only temporarily. Data storage for external is not determined, but should be 3-5 days of recordings.

The Security Camera policy was created by library Attorney Dick Lyons. Karen motioned to approve the Security Camera Policy. Rick seconded. Motion passed.

Board Retreat Date

Tentative date scheduled for May 4<sup>th</sup>.

Joint District Board Meeting with Foundation Board

Scheduled for March 20<sup>th</sup>

BUDGET HEARING

Highlights are revisions from what was previously approved.

Retirement funding matching 3% will be included for the Youth Services position.

The bottom line figure is the same as the draft, money just shifted in categories.

Rick motioned to approve the revised 2019 budget. Lisa seconded. Motion passed.

UNFINISHED BUSINESS

Revision of Community Room and After-Hours Facility Usage Policy

Clarify child /juvenile and a couple of other minor changes in verbiage.

Have a form to fill out for usage and to request the room.

Karen motioned to approve the Community Room and After-Hours Facility Usage Policy with recommended changes. Rick seconded. Motion passed.



## OTHER BUSINESS

Invitations will be extended to both potential new board members Annie Thayer and Benjamin Teitelbaum.

## ADJOURNMENT

Rick moved to adjourn the meeting at 8:58 p.m. Lisa seconded and the motion passed.