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## Nederland Community Library District Board of Trustees Meeting Minutes

December 2, 2020

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

### ROLL CALL

Present: Annie Thayer, Scarlett Ponton de Dutton, Rick Rudstrom, Scott Papich, Russ Paneton, Lisa Ryder, Benjamin Teitelbaum

Absent:

Library Director: Elektra Greer

Guest: Doug Armitage

### MINUTES

Minutes from 10/28/20 approved unanimously, with a date change.

### PUBLIC COMMENT

### REPORTS

*Director*

-Library Usage

\*Appointment- only library usage: Steady numbers this month, even with COVID "Red" on the dial. Usage was steady through Thanksgiving Break with families.

\*Curbside (derived from circulation numbers): Steady this past month; (approx. 2000 circulations)  
Downloadable materials: \_\_Staying the same; (600+);

\*Home delivery: This is continuing to slowly grow and Amy is now overseeing deliveries in Ward and drop off near Bar-K Ranch.

\*Video analytics: YouTube and FB views continue to be our highest usage with Mike and Charlie's One Chip Storytime Challenge post reaching over 5700 people and our average reaches (for all content) being 40% higher than in Spring.

\*Virtual programs— we launched two children's Take & Make craft live streaming programs and both had full registrations with waiting lists within 72 hours. (This was for Thanksgiving Break). Our second adult Virtual Program (Kay's booktalk had over 20 participants).

\*Attendance for Zoom programs is over 80%. In-person attendance for programs averages 70%.

Harry Potter Yule Ball is coming up next!

\*Printing services: An average of 25% of our daily usage. We provide this as a curbside service for copies of 30 pages or less. (Unexpected demand, but interesting!)

\*EntreLib 1<sup>st</sup> Place Prize money: \$1,000 being spent on equipment and software; \$1,000 on staff development

-Statewide Resource Sharing

greatly expanding, we are in the process of migrating from SWIFT (Statewide Interlibrary loan) to connect with the Prospector Network (service of the Colorado Alliance of Research Libraries).....which

means eventually our Ned residents will be able to receive materials from CU Boulder (and other academic institutions) delivered to our mountain community!

-Personnel

Performance Reviews will be completed by mid-December. All staff have exceeded expectations during this COVID time and I'm highly recommending merit increases for 2021 for everyone (as budgeted).

-Staff and Volunteer Holiday Gathering

-December 15<sup>th</sup>, 7PM. We will be having a Virtual "White Elephant" gathering for all staff and volunteers. Board members are always invited to participate!!!!

-COVID Updates

\*We are carefully monitoring public health guidance and have added plexiglass shields to our circulation desks.

\*Partnering with BCAA to provide TeleMed appointment resources at the library, along with a possible station for patrons checking their blood pressure and oxygen levels. I've asked for staff funds to support this initiative.

*Treasurer*

-As of October 31, 2020 checking/savings totaled \$451,860, of which we had \$6,331 in Checking, \$267,202 in Savings, \$82,390 in our Reserve Fund, \$50,000 in land development fund, and \$30,000 in our long-term maintenance fund.

-October 2020 total income was \$4,009 of which \$1,782 was from total Property Tax Revenue, \$2,209 was from total Specific Ownership Tax, and 596 from Bond Redemption.

-October 2020 expenses totaled \$26,232. Of that, expense categories exceeding \$1,000 were: \$2,768 for books and materials, \$1,193 for payroll taxes, and \$15,457 for wages.

-Net income for October was -\$22,223. Net income year to date was \$196,311.

NEW BUSINESS

- Resolution to Adopt the 2021 Budget
  - AT motioned to approve, SP seconded. Unanimous adoption
- Certification of Tax Levies for Library District
- Resolution Levying General Property Taxes
  - RR motioned to approve, SP seconded. Unanimous adoption.
- Resolution Appropriating of Money to Various Funds
  - RP motioned to approve, RR seconded. Unanimous adoption.
- 2021 Budget
- Election of new District Board officers
- Public Records Policy, 2021

-RR motions to accept standard policy, aligned with Town of Nederland fees, SP second.  
Unanimous approval.

- Revised NCL Performer Contract
  - SP motions to accept, RR seconds. Unanimous approval.
- 2021 NCL Library Gift Shop—ROI from our expanding social media reach?
- Personnel—Temporary mileage reimbursement for second full-time staff member; COL and Merit Increases for 2021
  - RR motions to accept, LR seconded. Unanimous approval.
- December staff bonuses
  - SP motions to approve, LR seconded. Unanimous approval.
  - SP motioned to approve, LR seconded.
- Election of Doug Armitage to Board
  - RR motioned, RP seconded. Unanimous in favor.
- Election of new Board President
  - BT motions to confirm Rick Rudström as President, SP seconds. Unanimous in favor.
  - RR motions to confirm Lisa Ryder as Vice President, SP seconds. Unanimous in favor.

#### OLD BUSINESS

- NCL Strategic Plan 2021-2024, Vote on final changes
  - RR motions to accept, LR. Unanimous approval.
  - plans to form a subcommittee with RR, LR, and SP to review goals and progress
- East Library Property development—update from meeting with Hope Jordan
- January 2021 NCL Anniversary event

#### ADJOURNMENT

RR moved to adjourn the meeting at 9:00.