

Nederland Community Library District Board of Trustees Meeting Minutes

September 25th, 2019

The meeting was called to order at 6:59 p.m.

ROLL CALL

Present: John Adler, Annie Thayer, Scarlett Ponton de Dutton, Russ Pannteon (ex officio), Rick Rudstrom, Benjamin Teitelbaum,

Library Director: Elektra Greer
Assistant Library Director: Tom Lambrecht

Absent: Lisa Ryder, Karen Fletcher,

PUBLIC COMMENT

Peyton Jackson (Nederland Mining Consultants) and Scarlett Ponton de Dutton offered report from burro race Fredrick, CO.

No other comments electronically or by phone.

MINUTES

Rick motioned to approve the August 7th meeting minutes. Four in favor, none opposed.

DISCUSSION

John Adler plans to step down October.

Rick Rudstrom motioned to transition Russ Pannteon to full voting member upon Adler's departure. Four in favor, none opposed.

REPORTS

*President
Foundation Liaison (Elektra) (5 minutes)*

- Annual Booksale (with Caribou event) made \$2293.36; best year since 2015. Foundation was pleased that it was much less work this year (they set up the day before; library staff had helped weed books before they ever reached Foundation storage); they are considering renting a tent and doing it at a Brewery or in front

of their Foundation office; everyone felt that combining it with another event was a good idea. The Caribou t-shirts sold out quickly so the Foundation is looking into purchasing tote bags, or other items, to sell at Mountain Holiday Market.

- September 19th Fundraiser with Backdoor Theatre—made \$380. Foundation was pleased with ROI for relatively minimal effort (volunteering for concession stands and some publicity).
- Recruiting new Board members—they are needing new members as several retire off the Board; they have three potential volunteers visiting the next Board meeting.

Treasurer (10 minutes)

1. As of July 31, 2019 checking/savings totaled \$466,926, of which we have \$7,970 in Checking, \$314,536 in Savings, \$82,390 in our Reserve Fund, \$40,000 in land development fund, and \$30,000 in our long-term maintenance fund. As of August 31, 2019 checking/savings totaled \$436,574, of which we have \$17,926 in Checking, \$284,184 in Savings, \$82,390 in our Reserve Fund, \$40,000 in land development fund, and \$30,000 in our long-term maintenance fund.

2. July 2019 total income totaled \$18,024, of which \$15,820 was from total Property Tax Revenue, and \$1,863 was from total Specific Ownership Tax. August 2019 total income totaled \$9,953, of which \$7,502 was from total Property Tax Revenue, and \$2,089 was from total Specific Ownership Tax.

3. July 2019 expenses totaled \$29,767. Of that, expense categories exceeding \$1,000 were: \$2,608 for Professional Fees (\$2,500 for audit), \$1,993 for books and material, \$2,199 for maintenance (\$1,020 for alarm system), \$1,176 for payroll taxes, \$15,179 for wages, and \$1,655 for program development (\$1,307 for children's programs). August 2019 expenses totaled \$30,224. Of that, expense categories exceeding \$1,000 were: \$1,767 for other business expenses (mostly director moving expenses), \$5,224 for books and materials, \$1,105 for payroll taxes, \$14,793 for wages, and \$4,337 for program development (\$2,793 for adult library programs).

4. Net income for July was \$-11,743. Net income for August was \$-20,271.

Discussion of future investment possibilities for funds in savings.

Discussion of returns received for solar panels.

Director (20 minutes)

Facility—Tom and Elektra

- Keyless Door entry, back door—installed and a success!
- Rekeying inside doors; getting all locks on one key; there are two doors that are currently unsafe
- Backflow inspection completed
- Painting of Meeting rooms and hallway tentatively scheduled for Veterans' Day weekend; estimate of \$750
- Carpet cleaning; estimate of \$688 (to be done in November)
- Electric sign subcommittee reported a quote of 8k per streaming electronic sign.
- Update on WiFi antenna. Plan to test.
- IT/networking audit—with our three IT volunteers, Jim Guyton, Matt Reynolds and Guy Falsetti; working on Computer Documentation/Trouble-shooting Manual

Caribou Mining Event Debrief

- Community feedback was extremely positive with the Town and the Nederland Mining Consultants looking into partnering to bring it back next year with possibly a professional event planner organizing the event.
- Library door count + outside count was ± 525 ; visitor count for all our town partners (Mining museum and Gillespie house was total: ± 750). The Library's total cost (newspaper ads, posters, shared cost of tent rental and shared cost of music, facepainting and children's prizes, volunteer recognition, Donkey rescue visit)=\$4700. Library Foundation donated \$2400 to the event as its Summer Reading Funding.

Total Library Cost: \$2,300 not including staff time.

This year we received a refund from Slate Communications that allowed us to fund our marketing efforts; my suggestion for next year would be for the Library to continue to be a key partner in the event, but to reduce our marketing costs by \$1,000. Hopefully Nederland area businesses and the NDDA will be more active partners in the future.

Personnel and Volunteer Updates

- Library Page position posted; Student Library Assistant position phased out by end of October. We have 5 applicants so far for Page position.
- We are expanding our Volunteer positions to add "Library Ambassadors" which will be a program for middle school students who want to volunteer but also need more supervision. Their enthusiasm is invaluable!

- Professional Development—Mike and I each attended a day at the Colorado Association of Libraries; valuable for us both to do relationship building and learn about new offerings in Colorado library services.
- Staff/Volunteer/Board member meeting at Alpaca Ranch on Sunday, October 20th.

Community Partnerships

- Community Partnerships are continuing to grow with the library receiving funding from the Town's Sustainability Advisory Board for materials and programming (possible speaker).
- Mining Museum partnership with Spooky Stories evening in October
- Nederland Mining Consultants—Cemetery restoration project
- Thank you to Backdoor Theatre!
- 9 News Health Fair in November

Update on Extended Hours

- On Fridays, we have seen a few patrons stop by for materials in the extra hour, but mostly it's regular patrons staying longer. We will evaluate after 6 months.

Programming and Experience Passes

- Experience Passes—two new passes launching “Hockey Avalanche Experience” and Wow Museum.” We will be adding Nutcracker Ballet in November. We will gauge staff time and community interest in our “premium passes” (Avalanche and Ballet) and see if it's a valuable and sustainable service we can provide. Initial funding is from State grant.
- Requests for library to co-host programs continue to grow. Our biggest challenges are marketing resources and recognizing “less is more” when it comes to patrons and information overload. Which programs should we prioritize? “New” patrons vs. retaining long-term patrons.
- Relaunching our Knitting Club on Sundays; more requests for “maker” programs.
- Starting a PJ storytime program on Tuesday evenings.
- Children's after-school programs have started off strong.
- Kay Turnbaugh tomorrow night!!!! (September 26th)

NEW BUSINESS

- Budgeting for signage for 2020
- Scrabble night—plans to revive.
- October meeting-- Draft Budget
 - Things to consider: staffing costs (minimum wage increase; low unemployment challenges);
 - Tungsten Village
 - Long Term Maintenance and Land Development Fund
 - How make library more a destination? How continue to expand our patron base?
 - Partnering with the town for 2020 Miners' Days and Burro racing circuit; what should be our role? Our budget?

UNFINISHED BUSINESS

- Library signage
- Update on staff restructuring—looking to the future—what skills do we need more of?

ADJOURNMENT

Rick moved to adjourn the meeting at 9:01 p.m. John seconded and the motion passed unanimously.