

**Nederland Community Library District
Board of Trustees Meeting Minutes**

October 23, 2019

The meeting was called to order at 7:08 p.m.

ROLL CALL

Present: Lisa Ryder, Annie Thayer, Scarlett Ponton de Dutton, Rick Rudstrom, Russ Paneton

Library Director: Elektra Greer

Assistant Library Director: Tom Lambrecht

Absent: John Adler, Karen Fletcher, Benjamin Teitelbaum

PUBLIC COMMENT

No comments in person, electronically, or by phone.

MINUTES

Rick motioned to approve the September 25th meeting minutes. Scarlett seconded. Motion passed.

REPORTS

Library Director's Report:

Elektra submitted the following written report:

Facility—Tom and Elektra

- Patron and volunteer suggestion for Library to have water bottle filling station instead of water fountain such as at community center. My concern is increasing costs associated with increased usage beyond initial set-up cost.
The Board concurs with this. Discussed idea of having water bottles with logo and slogan, once updated, to give away and sell
- Rekeying inside doors
- Solar panels-software set up to monitor production and efficiency

- Meeting rooms painting—Starting in meeting room and hallway in a couple of weeks.
- Carpet cleaning—Tom update
- Snow removal—Mark Pscheid has offered to help
- Computers being upgraded from Windows 7 to Windows 10

Library Foundation; report from October meeting

- New Foundation Board members—Christine Arnone and Susan Kelly
- Tote bags ordered in time for Holiday Mountain Market
- Candles selling at library
- Family-friendly film showing over Winter Holidays as a fundraiser. Need to decide on what film to show

Personnel Updates

- Three new Library Pages soon to be onboard. Each brings a lot of professional experience that expands beyond page responsibilities and I anticipate there will be interest and quick movement into Library Assistant positions (we need at least two more library assistants in our staff pool who have can be responsible for opening and closing library shifts).

Community Partnerships

- The Library was approached to be part of a Boulder countywide Toy library; we expect to launch a first set of early literacy games and toy kits in December. The library will share the cost of materials; the nonprofit Toy library organization will contribute staff and volunteer time. An informal community needs survey (i.e. asking storytime moms!) seems to indicate a lot of interest.
- 9 News Health Fair in November-library participating as public health resource

Update on Extended Hours

- Friday and Saturday extended hours have begun to see increased traffic.

Programming and Experience Passes

- Hockey Passes were very popular and brought in several infrequent library users. Nutcracker Ballet and Denver Art Museum will be next to launch.
- Summer Reading Partnership for 2020 with Gilpin Library, Mountain Forum for Peace and the Carousel of Happiness is moving forward. Library has requested funding support for 200 copies of Sadako and the Thousand Paper Cranes.
- The dog reading program hasn't been well attended. On hold until early next year. May be competing with programs in schools. Russ mentioned a reading to seniors program he saw mentioned at another library.
- Burro Racing Date for Summer event is set for September 20th, 2020

Need to meet in a couple of weeks to begin planning

Annie suggested contacting Teens Inc about how to put a race on through town

- NedSpeaks Oral History Program! Interviews are being conducted
Ned Yearbook?

Discussion on how to market better to make community aware of everything we offer. Instagram seems to be a good platform, but who can keep it current? Elektra can't manage all of it. Can track.

Do a post-event report on website for events to try to generate interest in future programs

President's Report:

No report

Vice President's Report:

No report

Treasurer's Report:

Annie submitted the following written report:

1. As of September 30, 2019 checking/savings totaled \$436,437, of which we have \$14,110 in Checking, \$270,047 in Savings, \$82,390 in our Reserve Fund, \$40,000 in land development fund, and \$30,000 in our long-term maintenance fund.
2. September 2019 total income totaled \$6,043, of which \$3,753 was from total Property Tax Revenue, and \$2,057 was from total Specific Ownership Tax.
3. September 2019 expenses totaled \$23,996. Of that, expense categories exceeding \$1,000 were: \$2,010 for books and materials, \$2,644 for maintenance (\$1,550 for ground maintenance), \$1,177 for payroll taxes, and \$15,202 for wages.
4. Net income for September was \$-17,953.
5. A year to date comparison to 2018 may not be all that meaningful since we know that 2018 was below budget for several reasons, including a large carryover. However, it is presented here for purposes of laying the groundwork for creating our 2020 budget. The comparison shows that our income is about 3% higher than last year, while expenses are about 26% higher at this point in time with books and materials, equipment, marketing and design, and program development (at more than double that of 2018) being key areas where funds were directed. It is predicted by year's end the increase in materials and equipment expenditure from last year will be closer to 18%. The four-month period in 2018 when the Library did not have a Director pushed material purchases into the fourth quarter. The main difference shows up in total wages paid, since there was a portion of 2018 when we weren't paying a library director.
6. Estimates of revenue for 2020: Estimated Property Tax General Fund Revenue is \$350,721.38 and Specific Ownership Tax General Fund Revenue will be \$10,000. Our Bond Redemption

figure will be in the \$134K range. We don't yet know our carryover amounts, but can make a pretty good prediction once the Board decides on end-of-year purchases. We still have a large 12/01/2019 Bond repayment of 52,395.27 from this year's budget.

7. Increased expense suggestions for 2020 to budget for:

- Increase personnel at 5% to be in line with the Town's COL and merit increases
- Increase the assistant librarian salary by 10% to bring some parity to what a librarian with an MA would make in Boulder County (usually would start at \$50,000 in Boulder county and our District employee makes just about \$40,000)
- Discuss options for a pension/retirement fund for full-time employees. We currently have two.
- Budget for 14% more desk staff time in order to continue our extended hours
- What to budget for our digital sign. The Foundation would like to pay for 50% of the total cost.
- Increase budget for water 3% and sewage by 4%.
- Other suggestions:
 - Take \$1000 from computer and printing and move into marketing
 - Take \$500 from print subscriptions and move to Experience Passes
 - Budget for next year's Caribou event? \$1000?

NEW BUSINESS

- a. Budget 2020— Public Input, December 4th Board meeting
 - i. Keeping Sunday hours and extended hours-budget 14% more over last year
 - ii. Budget for Caribou-we paid \$2500 last year
 - iii. Budget for sign. Quote for \$16,000. Foundation will pay for half. Budget \$10,000
 - iv. Budget \$1,000 in marketing for welcome packet-will help when new development is occupied in September 2020. Work with local realtors.
 - v. Increase the assistant librarian salary by 10% to bring some parity
 - vi. Increase budget for water by 3% and sewer by 4%
- b. New staff hires—3 new Pages with a lot of possibilities for growth

UNFINISHED BUSINESS

- a. Library signage
 - a. Check with town
 - b. Can we get demo unit to test and get public comment?
- b. Investment policy and options

OTHER BUSINESS

Work on policy to be able to hire an intern. An intern could help manage social media.

Review opening a new savings account per information provided by Dana Edwards to improve savings rate over current account

ADJOURNMENT

Rick moved to adjourn the meeting at 8:51p.m. Scarlett seconded and the motion passed unanimously.