



Nederland Community Library District Board of Trustees Meeting Minutes

January 27, 2021

The meeting was called to order at 7:06 p.m.

ROLL CALL

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

Library Director: Elektra Greer

Absent: Doug Armitage

PUBLIC COMMENT

No comments in person, electronically, or by phone.

MINUTES

Rick motioned to amend the December 2nd meeting minutes by noting the approval of a 3% merit increases and a 3% cost of living increase for library staff. Scarlett seconded. Motion passed.

Rick motioned to approve the amended December 2nd meeting minutes. Scarlett seconded. Motion passed.

REPORTS

Library Director's Report:

Elektra submitted the following written report:



Library Usage

In-person library usage slightly decreased in December and is back to “COVID” normal this month (average 12 people per day for computer use and browsing).

Curbside pick-up and circulation slightly increased in December (over 2200) and January is looking to be similar.

Downloadables (books, audio and streaming) slightly decreased in December (in the 600/month range, with a slight increase in Kanopy viewing) and looks to be slightly up in January.

Home deliveries have only marginally increased (2 new families).

Website, FB and social media analytics--small decrease in website traffic which correlates with library posting less content in December. Also, more of our patrons are using FB for library programming information.

Facilities

The library experienced wind damage to the south face last week (fascia came down) and I'm waiting on repair quotes from Seamless Gutters. (Our insurance deductible is \$1,000).

Technology

Matt Reynolds is doing contract work for the library, replacing out staff PCs which are outdated and running slowly.

We also need to renew our contract with Tech Soup for Volume Licensing for Microsoft Office. The library is ordering a second patron B & W printer to enable remote-access printing for patrons (this was a need before the pandemic with many patrons using their own laptops rather than our computers while inside the building and now demand has increased during the pandemic, with printing being another of our “curbside” services).

Website Redesign

Kay is managing an entire website redesign, making mobile-first a top priority. We are adding several new functions: online payments (for fees and for programming registrations) and online library card applications.

Programming

Our Virtual programming is getting steady attendance (very small dip at the beginning of this month). With COVID restrictions beginning to be lifted a little bit, the library is bringing back #SongsfromtheStacks with bigger performers including Andy Eppler, Pioneer Mother and maybe Zach Robinson.



Partnerships

Blood Pressure Cuffs and oximeters are coming this month to the library from our Boulder County Area Agency on Aging partners. We are also adding more Experience Passes (patron demand!), including Wings over the Rockies and hopefully History Colorado, Georgetown Loop Railroad.

Human Resources

Scarlett and I reviewed staff compensation to ensure the library is in line with Colorado's EqualPay for Equal Work Act. Roberta has officially resigned from the library and we have a new library page, Shayna Beckham. She is a graduate of Nederland High School and is currently studying media and animation in college--great skills for the library.

Public Library Annual Report

I will share results of this comprehensive annual report next month (we are currently collecting data.)

Library Anniversary Celebration

Please join us this Saturday, any time between 10AM-3PM for hot cocoa, cake, and treats, (No speeches necessary.)

Treasurer's Report:

Annie submitted the following written report:

November & December 2020 combined summary report

Detailed reports are available.

All numbers in this summary are rounded to the nearest dollar.

1. As of November 30, 2020 checking/savings totaled \$317,724, of which we had \$32,962 in Checking, \$106,440 in Savings, \$82,390 in our Reserve Fund, \$50,000 in land development fund, and \$30,000 in our long-term maintenance fund.

2. November 2020 total income was \$10,160 of which \$6,843 was from total Property Tax Revenue, \$2,387 was from total Specific Ownership Tax, and \$645 from Bond Redemption.

3. November 2020 expenses totaled \$144,204. Of that, expense categories exceeding \$1,000 were: \$116,593 for bond repayment, \$2,725 for books and materials, \$1522 for courier service, \$1,160 for health insurance, \$1,290 for payroll taxes, \$16,311 for wages, and \$1,753 for program development.

4. Net income for November was -\$144,204. Net income year to date was \$62,250.



December

1. As of December 31, 2020, checking/savings totaled \$298,032, of which we had \$31,155 in Checking, \$88,554 in Savings, \$82,390 in our Reserve Fund, \$50,000 in land development fund, and \$30,000 in our long-term maintenance fund.
2. December 2020 total income was \$5,117 of which \$4 was from total Property Tax Revenue, \$2108 was from total Specific Ownership Tax, \$569 from Bond Redemption, and \$2,800 from grants.
3. December 2020 expenses totaled \$25,034. Of that, expense categories exceeding \$1,000 were: \$1,469 for books and materials, \$1,197 for marketing & design, \$1,160 for health insurance, \$1,348 for payroll taxes, and \$17,039 for wages.
4. Net income for November was -\$19,917. Net income year to date was \$42,322.

2020 Year End Profit and Loss comparison with prior year I am including the 2020 Profit and Loss prior year comparison for your information and review. Most categories of income and expenses are comparable between the two years.

Most notable differences in income were that Foundation Donations were lower but grant income was considerably higher, more than outweighing the decrease in Foundation income. On expenses, more was spent on ebooks/applications (over \$8,000 more than in 2019), but overall books and materials spending was lower in 2020. We spent nearly \$5,000 on HVAC maintenance, but overall maintenance expenses were also lower in 2020. Payroll expenses were about \$13,000 higher in 2020. We spent less on adult library programs, as well as overall program development, as would be expected during this “stay at home” year. The net Library income for 2020 was just under \$40,000 more than in 2019 (\$42,322 vs. \$3,146).

NEW BUSINESS

Benjamin Teitelbaum is resigning from the Board. The Board will need a new archivist and will recruit this role with any potential new members.

UNFINISHED BUSINESS

Briefly discussed undeveloped parcel and how to proceed. Ben suggested we talk to the Town of Nederland and Cynthia to get input and understand what is even feasible. Agreement to focus on more space for the library and hopefully a structure that will provide a unique experience. Scott sent questions for each of us to deliberate on to provide some direction and brainstorming ideas.



Scott provided information on investment strategies. Need a better understanding of where the library can safely invest as a public institution. He will do more research.

OTHER BUSINESS

The Strategic Plan will be reviewed quarterly and revised as needed. Initial revision to be completed and posted to library website before revamped site goes live.

ADJOURNMENT

Rick moved to adjourn the meeting at 8:18 p.m.