

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

July 28, 2021

The meeting was called to order at 7:07 p.m.

ROLL CALL

Present: Scarlett Ponton de Dutton, Rick Rudstrom, Scott Papich, Doug Armitage, Allie Marshall, Lisa Ryder, Andrew Bliss

Library Director: Elektra Greer

IT Consultant: Matt Reynolds

Absent: Annie Thayer

PUBLIC COMMENT

No comments in person, electronically, or by phone.

MINUTES

Rick motioned to approve the May 26 meeting minutes. Scarlett seconded. Motion passed.

REPORTS

Foundation's Report

Elektra provided the report.

The Foundation's next meeting is in September. They held a book sale on July 3. Book sales are going well. The Foundation offered to buy the Library a banner for parades. They are receiving a lot of book donations.

Director's Report:

Director submitted the following written report:

NCL Director's Report

July 28, 2021

Library Usage

Circulation numbers for physical materials is up by 70% from this time last year and we are down from 2019 by 29%. Circulation of e-materials is continuing to grow; e-book circulation has more than doubled since 2019 at this time (207 to 432) and has increased 23% since last year. The trend is similar with e-audiobooks, although not quite as pronounced, with a 60% increase in e-audiobooks. (Another variable with e-audiobooks is that they are significantly more expensive than e-books and the wait time is often longer).

There was an unfortunate glitch in our door counter last month, so numbers are approximate, but we appear to be close to our pre-COVID summer numbers, averaging 60 visits a day (this includes our programming numbers—storytimes, writer's clubs, etc.)

Surprisingly (to myself and our team), curbside has almost completely dropped off! I predicted incorrectly! Fortunately, this has made workflow more, so it appears people prefer to come in and pick up their items (at least in the summer months!)

Our website page views has increased slightly this past month, along with our FB reach and engagements. Shayna's On Wings of Wonder video had a reach of almost 1,500 and received a lot of positive feedback. We are still not close to our bigger #SongfromtheStacks video numbers, but we do have a few things in the works!

Personnel

We hired three new staff members this past month and all of them will be trained and working shifts by the end of August. They each bring different skills to our team and we're Ian Adler will soon pay for himself with some STEAM grant opportunities.

I will be taking 60 hours of unpaid leave in August to take my daughter to college in the Netherlands and to visit family in the UK (contingent on COVID numbers in Europe in the next two weeks). Mike will be person-in-charge while I'm gone with Marni as back-up. He is ready and able to present the Director's report next month!

Facilities

Security Cameras and Circulation desk redesign (please see attached). Below are Matt Reynold's notes:

They look reasonable to me. I suggest letting them maintain and upgrade things by letting them own it. The monthly rate is higher, but would require less personnel action/effort on the part of the library (saving \$\$ in the long run).

A couple of things to note:

- a. A battery backup system for the recorder and cameras. Since I don't have the power consumption figures for their equipment it's hard to guess what size unit will be needed. Expect \$300-\$500 range. The battery backup unit in the utility closet will have to be bigger too to keep the network equipment up during a power outage of up to 24 hours. (I remember instances when Ned was out of power for 3 days!)
- b. There is absolutely no way the DSL lines from Centurylink will support ANY external viewing of the recorded images. They are simply WAY too slow on the upload side (minimum of 3 mbs). So the pursuit of a higher speed link to the library becomes necessary to support this system. I also noted the need for an external ip address for this system for external viewing - something that will be easier and cheaper than Centurylink.

Technology

We have continued to have some issues with Envisionware and patron printing, as well as some unnecessary hurdles with keeping our patron computers secure, so Matt is looking into a simpler (and less expensive) system.

Below are his comments:

In an effort to increase pc security and reduce complexity of use for the patrons (and to save money spent on software that is minimally used) the following

proposal has been received.

Two patron pc's will be converted to stand-alone Ubuntu linux pc's that will self reboot at the end of each session (1 or 2 hours) or when a patron finishes. These pc's will provide Chrome and Firefox browsers with Libre Office applications that function just as Windows Office. They will also be configured to print locally to the patron printer. Patron feedback will be used to decide to convert all the patron pc's to this configuration or not.

I have applied for ARPA Grant Funding that will help with some of the added technological costs we've incurred since COVID (Zoom accounts; some of our online programming; our expanded Overdrive purchases), though I'm disappointed we can't use the funds to help cover the costs of Matt's expertise since the grant is theoretically meant to help with "digital inclusion and library services." Matt has been doing exceptional work ensuring we provide secure access to our community.

Programming

Our Summer Reading Program enrollment and completion rate is lower at this point in time than 2019, but summer browsing traffic and storytime attendance has been better than expected. We are also now welcoming both Wild Bear mini-rangers and New Explorers preschoolers on a weekly basis to the library and that's been something we've been hoping to add since pre-COVID times.

The library hosted a very successful, in-person, Cookbook Club on our front deck and it was standing room only with everyone bringing food in "potluck" style. Janette did a fantastic job facilitating the program and she is now working closely with Shayna on some "NedEats" (behind the scenes of the foodie world in Nederland) videos. A Very Nice Brewery video will launch the series!

Our Bridging Worlds Booktalk with Pemba Sherpa and local author Jim McVey is Sunday, August 1st.

Professional Development

Mike and I will both be attending one day of the Colorado Association of Libraries conference in September (where Mike will accept the library's Program of the Year award).

I have been asked to speak at the October ARSL (Association for Rural and Small Libraries) Conference in October in Sparks, NV. (My session is on lessons libraries can learn from the private sector.)

Partnerships

The library is moving forward with its work coordinating an Indigenous People's Day film and panel talk in October, focused on Standing Rock.

I have asked the Foundation to consider funding a student scholarship for high school seniors as well as possibly a honorarium for a Nederland Poet Laureate.

Treasurer's Report

May and June 2021 summary report

All numbers in this summary are rounded to the nearest dollar

May

1. As of May 31, 2021 checking/savings totaled \$501,654, of which we had \$16,422 in Checking, \$306,910 in Savings, \$82,390 in our Reserve Fund, \$50,000 in land development fund, and \$30,000 in our long-term maintenance fund.
2. May 2021 total income was \$47,816 of which \$45,712 was from total Property Tax Revenue, and \$1,861 was from total Specific Ownership Tax.
3. May 2021 expenses totaled \$26,827. Of that, expense categories exceeding \$1,000 were: \$2,361 for books and materials, \$1,221 for health insurance, \$1,221 for payroll taxes, \$16,164 for wages, and \$2,780 for equipment.
4. Net income for May was \$20,989. Net income year to date was \$205,176.

June report

5. As of June 30, 2021 checking/savings totaled \$562,730, of which we had \$35,052 in Checking, \$349,356 in Savings, \$82,390 in our Reserve Fund, \$50,000 in land development fund, and \$30,000 in our long-term maintenance fund.
6. June 2021 total income was \$94,932 of which \$90,803 was from total Property Tax Revenue, \$1,639 was from total Specific Ownership Tax, and \$2,300 from grants.
7. June 2021 expenses totaled \$33,857. Of that, expense categories exceeding \$1,000 were: \$7,171 for books and materials, \$1,315 for payroll taxes, \$17,353 for wages, \$1,310 for equipment, \$1,823 for professional fees, and \$2,261 for program development.
8. Net income for June was \$61,075. Net income year to date was \$266,251.

New Business

a. Community Needs Assessment Survey

Trustees Scott and Allie reported on the results of the Community Needs Assessment Survey. To date, 146 people have taken the survey. The survey was shared on Facebook, the website, email, the Nederland Farmers Market, and on an iPad at the circulation desk.

Elektra will send the board more detailed results including comments.

Library staff and Board members will perform community outreach in August to collect more surveys.

b. Library Security—updates: quotes on security cameras, staff workspace redesign

Elektra reported on the findings of a security walkthrough she organized with the Nederland Police Department.

One recommendation was to install a small barrier near the circulation desk. Elektra has procured the barrier which will be installed soon.

The second recommendation was to install security cameras. Three security system companies were contacted to provide a proposal for security cameras, viewing screens and alarms. Safe Systems was the only firm that was responsive.

The cost of the quote provided may put the Library over its approved budget for the year requiring public notice, but outside funding may be acquired through grants and the Library Foundation.

Matt Reynolds recommended approving the proposal from Safe Systems and to upgrade the Library's internet speed.

Elektra reported that she will approach the Library Foundation to help fund upfront and ongoing costs for the Security System.

Matt investigated alternative internet services which will be needed to upload video footage. Mountain Broadband was the most cost-effective option. Century Link fiber would cost \$1,600 a month, BVSD fiber would cost \$2,100 a month. Elektra suggested contacting BVSD to see if they would reconsider their quote.

Elektra reported that the Library contacted three security firms for quotes. Safe Systems was the only firm that was responsive.

Internet and other necessary upgrades will be discussed at future meetings.

Rick moved to approve the proposal received from Safe Systems dated July 14, for the Alarm Company-owned option for \$2,081.23 upfront and \$137.62 a month, subject to funding availability. Seconded by Lisa. All voted in favor.

c. SB 21-293 and possible impact on library funding

Elektra reported that bills are being considered at the state level that could impact future

property tax revenue. They are not likely to impact 2022 revenue. Elektra and Scott recommended that the Library should continue to monitor these bills because their long-term impacts are still unknown.

d. Board Retreat

The Board will have a retreat during a weekday in October. Elektra will contact Breckinridge, Salida, and Fort Collins libraries to see if they can host. Elektra may host the retreat at her house.

e. Masks

Allie asked if the Library will be requiring masks again because of recent CDC guidance. Elektra stated that the Library will continue to follow Boulder County Public Health guidance.

OLD BUSINESS

ADJOURNMENT

Rick moved to adjourn the meeting at 9:16 p.m. Lisa seconded. Motion approved.