



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

May 26, 2021

The meeting was called to order at 7:09 p.m.

ROLL CALL

Present: Annie Thayer, Scarlett Ponton de Dutton, Rick Rudstrom, Scott Papich, Doug Armitage, Allie Marshall (remote by phone), Andrew Bliss

Library Director: Elektra Greer

Absent: Lisa Ryder

PUBLIC COMMENT

No comments in person, electronically, or by phone.

MINUTES

Rick motioned to approve the April 28 meeting minutes. Scarlett seconded. Motion passed.

REPORTS

Foundation's Report

Elektra provided the report.

The Foundation is looking for new members. Book sales are going well.

Director's Report:

Director submitted the following written report:

Library Usage

All our Performance Indicators are up this month! Circulation of both physical and e-materials has increased approximately 9%; our in-person library traffic has increased almost 25 % (mostly in response to resuming in-person storytimes), and web traffic and FB traffic have increased 30% from last month, due to the library's art video and our increase in programming options (promotion for our June 1st event and storytimes).

Curbside pick-up has remained steady, and we anticipate it will remain so indefinitely with some patrons preferring Grab & Go when it comes to library services.

Staffing



I will be posting a Page opening in June. We don't have quite the volunteer coverage we need for the circulation desk and also, Jake has graduated and there's uncertainty around his availability for summer and fall.

Facilities

We have scheduled a facility assessment with Ned PD in June to provide insights into how we should invest in security upgrades.

We had a minor flooding issues with the parking lot this weekend with the heavy rains. We are researching cost on building up the berm and who would oversee this (Town? Church?)

Our "Doggie Pit Stop" is installed.

Check out all the new fun items in the Children's area, thanks to the Foundation funding!

Technology

Matt Reynolds has been invaluable with our Circulation Desk upgrades, and there have been a few minor bumps, but all is going well. Staff morale has been great, considering all the changes coming in a short period of time!

Programming

Summer Reading Program information will go live tomorrow evening (May 27). We hope as many Board members as possible will be available to help us scoop ice cream on June 1st.

Our Virtual BBQ Cookbook club received a lot of positive feedback. That, along with the overwhelming feedback we received from our Art Showcase Video is inspiring two new video series (tentatively called "Snacks from the Stacks" and "Art from the Stacks"). We are hoping to show off all our amazing chefs and bakers in the area, with 3-to-5 minutes cooking skills videos, and all our amazing local Artists in the area, showing off various art techniques, in 3-to-5 minute video segments.

We will be recording our first #SongsfromtheStacks in a while with Blue Canyon Boys on June 1st.

We have another great Virtual Author Talk in the works, celebrating local author Jim McVey's and Boulder-based Pemba Sherpa's nonfiction book "Bridging Worlds: A Sherpa's Story." It has been nominated for a 2020 Colorado Book Award.



The library is researching funding for a high-quality video camera (Foundation funds + technology grant). We had been lucky to use Charlie's camera and now Shayna is borrowing one from a friend, and I think the library will soon need its own.

Partnerships

This summer, I will be meeting with Lily Griego Romero, our Regional Census Office Partner, to do a deep dive into the 2020 Peak-to-Peak Census Information, being released in early August. This will provide the library with great information for strategic planning moving forward. Who would like to join me?

Janette Taylor and myself are working with several local partners to put together a Nederland Indigenous People's Day Event in October.

Comments/questions from Board, discussion.

Rick asked Elektra if the Library did any outreach at Tungsten Village. Elektra confirmed that she did reach out to the Tungsten Village and about 70% of their residents now have library cards.

Board discussed the pros and cons of installing firearm signage at the library. As an alternative, Scott suggested placing signage about security measures and/or security cameras being in place.

Elektra is going to invite the Board to join the security walkthrough with Nederland Police.

All present Board members will be volunteering at the June 1 Library reopening.

Scarlett, Scott, Andrew, Elektra will work before the next meeting to develop a proposal for a Board retreat to present at the June meeting. Vail, Fair Play, Breckinridge, Leadville, and Fort Collins were discussed.

Treasurer's Report

Annie submitted the following report:

April

1. As of April 30, 2021 checking/savings totaled \$482,223, of which we had \$14,568 in Checking, \$289,333 in Savings, \$82,390 in our Reserve Fund, \$50,000 in land development fund, and \$30,000 in our long-term maintenance fund.
2. April 2021 total income was \$127,565 of which \$121,376 was from total Property Tax Revenue, and \$2,327 was from total Specific Ownership Tax.
3. April 2021 expenses totaled \$44,686. Of that, expense categories exceeding \$1,000 were: \$16,045 for Bond repayment, \$2,928 for books and materials, \$1,311 for maintenance, \$1,773



for marketing and design, \$1,221 for health insurance, \$1,208 for payroll taxes, \$16,010 for wages, \$1,250 for reimbursable expenses, and \$1,133 for utilities.

4. Net income for April was \$82,879. Net income year to date was \$184,571.

Comments/questions from Board, discussion.

Scott suggested providing a library financial overview for new board members and existing member. Elektra suggested that the board meets before the June meeting to go over the Library's finances.

NEW BUSINESS

Funding Opportunities through ARPA and Build America's Libraries Act

i. Community Needs Assessment – begin with online survey?

Elektra explained that funding will be made available to libraries through ARPA and the Build America's Library Act and recommended that the Library should be prepared to submit a proposal for a specific project and program.

Anticipated funding opportunities are expected this summer.

The Board discussed developing a proposal to expand and reorganize the Library's space to submit for ARPA and Library Act Funds.

Recommendations identified by the Board include:

- Moving forward with a community needs survey to identify the Library District community's priorities for Library facilities and programming.
- Hiring a grant writer or discuss hiring a fundraiser with the Library Foundation to help obtain funds.

Rick made a motion to extend the meeting to 9:30 p.m. at 9:04 p.m. Scarlet seconded. Motion approved.

Board priorities for expanding and reorganizing the Library's space include:

- Storage
- Office space
- Programming (exhibits, presentations)
- Expand computer stations
- Colorado history literature
- Children's literature
- Small business services

Scott and Allie will work on drafting a community needs survey before the next meeting.



OLD BUSINESS

Staff PTO Policy Update:

Scarlett presented a chart comparing PTO benefits across neighboring organizations. Scarlett recommended that the Board move to change the District's Library PTO accrual for full-time staff to 2 days a month and .06 hours of PTO per hour worked for part-time staff. This policy would be consistent with the Gilpin County Library PTO policy. The new policy will be retroactive to May 1.

Rick moved to accept Scarlett's proposal, Doug seconded. Motion approved.

ADJOURNMENT

Rick moved to adjourn the meeting at 9:36 p.m. Scarlett seconded. Motion approved.