



Nederland Community Library District Board of Trustees Meeting Minutes

April 28, 2021

The meeting was called to order at 7:05 p.m.

ROLL CALL

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

Library Director: Elektra Greer

Specials guests: Shayna Beckham, Mike Sivcovich, Foundation Board members Susan Kelly, Linda Bukatko, Kathy Guyton, Christy Howe

PUBLIC COMMENT

No comments in person, electronically, or by phone.

MINUTES

Rick motioned to approve the February 24th meeting minutes. Scarlett seconded. Motion passed.

REPORTS

Foundation Report

Susan provided the report

- Donations down as to be expected for 2020, mostly due to book sales being down
- Sharing an intern with the library
- Online bookstore is set up, but looking for more exposure
- They will be having a book sale during the Senior event over July 4th, as well as at the upcoming Nederland Farmers Markets.
- Looking for more board members
- Funded some programming, art and volunteer gifts



Director's Report

Elektra submitted the following written report:

Library Usage

In-person, library usage traffic has begun to slightly increase in the past two weeks (likely in response to vaccination rates) though the increase is not statistically significant. (We still average approximately 14 visits a day, mostly repeat patrons).

Downloadables (books, audio and streaming) and physical items circulation have all remained about the same since February, with Experience Passes and downloadables slightly increasing and physical circulation slightly decreasing. We are in the process of adding new destinations for our Experience Passes and we have been continuing to substantially increase our investment in e-books and e-audiobooks. It will be interesting to see if the changes in circulation usage (to online formats) continues post-pandemic, when the library's hours increase.

Curbside pick-up remains popular and it will be interesting to see if this changes once library hours are extended.

We have had over a 60% drop in FB and social media engagements, directly correlated to Charlie leaving the library at the beginning of this month (he's moving to L.A., after a brief stint in NYC.) Mike and I have been discussing ways to reboot our video programming. For now, Jessie and Shayna have stepped up to the plate and Shayna is producing our Nederland Artists video that will soon be posted to our website. We invested a lot in our #songsfromthestacks series and I believe it's a unique niche for our library community and a proven formula (Mike's words!) that we should continue (especially as the Caribou Room re-opens and we can maybe get some national talent to do acoustic sets for us).

Staffing

Although we were sad Charlie has decided to move away from Nederland, we are still well-staffed in terms of core library duties; Cathy is back to her regular staffing and the



majority of our volunteers are starting up with us again in May. Charlie has left a gap in our videography services that we will need to fill.

Marni led some great staff trainings to get everyone up to speed as the library looks to fully re-open this summer.

Elektra presented a workshop on the value of Pitch Competitions and a Pitch Mindset at the Colorado Library Consortium Spring Workshops. Very fun!

Shayna is involved with artwork selection for library and has had a great response. Artwork not selected will be on a slideshow on the library website.

Facilities

We are researching increased security for the building, partly in response to the Boulder county mass shooting and a heightened sense of domestic terrorism threats throughout the country. We also feel that as Nederland continues to grow, it will be a wise investment to keep staff, the public, and our library's physical assets secure.

We will be installing a "Doggie Pit Stop" on our vacant land. There has been an increase in dog waste on our property. Karin Summers and Mark Pscheid (our custodians) are spearheading this.

Karin Summers has also suggested the library invest in some barrel planters around our property to make the vacant property look a bit more cheerful during the summer.

Technology

Matt Reynolds is continuing to help us update our computers and our security software. We will be undergoing our Google Workspaces migration next week!

Programming



Our Virtual programming numbers dipped these past two months, but in-person children's programs (scheduled for May and onwards) filled up almost immediately. We are launching our summer reading program information next week.

June Summer Reading Kick-off Event: Tuesday, June 1st, 4-7PM; Ice cream sundae social (we'll need volunteers!!!!)

Partnerships

Jessica Broadbent from Mental Health Partners is continuing to be with us at the library, and the library is also part of the ongoing conversations around bringing CLINICA to Nederland.

Storage Challenges

We've been doing some big clean-ups around the library, which has alleviated some of the storage issue stressors, but it's still a challenge as we prepare for more programming

Envision Ned 2030

Should the library start working on a more narrowly-focused community needs survey around library services that will piggyback off of findings from the Arts, Culture and Education Envision Ned subcommittee?

Treasurer's Report:

Annie submitted the following report:

February/March 2021 summary report

All numbers in this summary are rounded to the nearest dollar

1. As of February 28, 2021 checking/savings totaled \$384,737, of which we had \$7,998 in Checking, \$198,417 in Savings, \$82,390 in our Reserve Fund, \$50,000 in land development fund, and \$30,000 in our long-term maintenance fund.
2. February 2021 total income was \$137,649 of which \$135,914 was from total Property Tax Revenue, \$1,861 was from total Specific Ownership Tax.



3. February 2021 expenses totaled \$33,649. Of that, expense categories exceeding \$1,000 were: \$2,817 for books and materials, \$2,130 for Integ. Lib. Sys. ILS/KOHA, \$1,990 for maintenance, \$1,284 for health insurance, \$1,439 for payroll taxes, \$20,900 for wages, and \$1,143 for professional fees (accounting and legal).
4. Net income for February was \$103,685. Net income year to date was \$87,085.

As of March 31, 2021 checking/savings totaled \$399,344, of which we had \$35,394 in Checking, \$185,628 in Savings, \$82,390 in our Reserve Fund, \$50,000 in land development fund, and \$30,000 in our long-term maintenance fund.

2. March 2021 total income was \$48,718 of which \$45,474 was from total Property Tax Revenue, \$1,734 was from total Specific Ownership Tax, and \$1,441 from grants.
3. March 2021 expenses totaled \$34,111. Of that, expense categories exceeding \$1,000 were: \$3,120 for books and materials, \$3,669 for insurance, \$1,299 for payroll taxes, and \$19,219 for wages.
4. Net income for March was \$14,607. Net income year to date was \$101,691.

NEW BUSINESS

Security system update presented by Mike:

- Seeking 3 quotes with only one response so far
 - Looking into camera systems. Initial quote of \$6000-\$7000 includes video footage and remote access. Cameras only \$3000-\$4000
- Could get funding for some of the expense through the federal infrastructure program. Foundation is also willing to contribute some funds.

Andrew suggested a professional site review, potentially with recommendation from the Nederland Police.

Other security measures discussed were to restrict backpacks, posting a firearms restriction sign, a panic button and additional staff training.

For June re-opening, discussed if/how we should publicize precautions the library is taking regarding COVID.

Update on Google Workspace Migration: new email addresses for everyone

Rick moved to accept Andrew Bliss and Allie Marshall as new Board members. Scott seconded. Motion passed. Allie will be an ex-officio member for the time being. Andrew has accepted the Secretary / Archivist position.



Rick and Elektra will review the by-laws to see if ex-officio members can vote if there is no quorum.

PTO Policy-Bring the library's PTO policies and accrual to be in line with libraries of similar size. Initially compared to Gilpin. Would like to keep sick leave and vacation separate. Increase paid holidays to 8 paid and 2 floating? Include time for Professional leave.

Scarlett will create a chart for comparison and we will vote at the May 26th meeting.

ADJOURNMENT

Rick moved to adjourn the meeting at 9:13 p.m.