

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

August 25, 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

Acting Library Director: Michael Sivcovich

Absent: Annie Thayer, Allie Marshall, Elektra Greer

PUBLIC COMMENT

A patron told two Board members that the Library was doing a great job.

Another patron shared with a Board member that Mike at the Library went above and beyond to help him get a driver's license when he was struggling.

MINUTES

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

REPORTS

Foundation's Report

Michael provided the report.

Book sales are going well. The Foundation is installing new pavers at the Library in August. The Foundation is looking for bookshelves to help with book storage.

Director's Report:

The Acting Director submitted the following written report:

Library Usage

Physical item checkout of items for July is slightly down from June, but by less than 100 checkouts. Both Lyons and Gilpin libraries circulation is down by 13% and 10%, respectively. There's several factors, mostly with school starting and families becoming busy again. Circulation will probably rise again in September. Overall, circulation is up 40% from this time last year.

Electronic Circulation is also down about 14% from last month but when I extrapolate from the numbers this month so far, it looks like we will end up surpassing last month. The library is looking into ways to better promote our e-resources and to provide support for first-time users. It can be daunting for some patrons to consider "downloadables," but once they do, we've discovered most patrons really like the option, especially for audiobooks.

Foot traffic is averaging about 85 visitors a day, but we're not entirely confident the counter is providing a completely accurate picture. We are going to look at some sample count days (once we're truly post-COVID) to re-establish our baseline.

Program numbers are projected to be just a bit less than last month, around 120 participants, although hopefully some kiddos make it to the afterschool programs. Right now, we have 3 students signed up. (See the portion of the report regarding Programming and our current challenges with after-school program transportation.)

Personnel

- Shayna worked her first shift Monday night, after returning from a leave due to a death in the family.
-I cannot speak highly enough of the staff at the library. We were down three staff members the week of Aug 9-10 and two staff the week of Aug 16-20 and yet everyone pulled together and we made it work.

Facilities

We are scheduled to have the security system install begin September 27th; there were backordered items that Safe Systems was waiting to get delivered and now we are able to begin the process! I'll update the board as we get closer to the 27th regarding anything that comes down the pipeline.

Technology

Our wireless router located on the stacks on the west wall gave out during a power outage Friday. Aside from the inconvenience of not having WiFi inside, the internet was accessible and the 'ncl_outside' network was still working. Matt ran down to staples, got a replacement, and had it up and running by Saturday.

Programming

August usually gets off to a slow start, but we are facing a few challenges this year.

The biggest update here is that BVSD is not allowing students to ride any other bus line except for their assigned routes. This means that the system we've had in place to transport students from NES to the library is for now, on hold. I've contacted Stephen at TEENS regarding the use of a van to transport students. I've also been in contact w/ Caleb at NES about hosting afterschool programs there - however we would like to retain the foot traffic we enjoy after these programs, so we are aiming first at a solution to transport students here.

As mentioned before, there is a boost in potential programming hosted by staff members. This is exciting as new faces/personalities tend to create excitement (especially for younger patrons) and adds to the breadth of programs we offer. With Noah and Elise planning their writing courses, Janette continuing her amazon work with artists and authors, along with afterschool kicking back in, I'm certainly optimistic for September.

Naturally, we are watching CO state, Boulder County, and BVSD as the ongoing situation changes.

Hoping that the dust settles enough to begin various online programming again, including Songs from the Stacks, storytimes, etc

Professional Development

CALCON 2021 is coming up and Elektra and I are attending to engage with colleagues, attend some seminars, and accept Nederland Library's award for Songs from the Stacks!

Treasurer's Report

Trustee Scott asked when the Bond payment will go through because it is not reflected in the report.

July 2021 summary report

Detailed reports are attached

All numbers in this summary are rounded to the nearest dollar

Presented at the August 2021 Board meeting on August 25, 2021
Please review the revised June summary where an error was found

August

1. As of July 31, 2021 checking/savings totaled \$543,226, of which we had \$6,737 in Checking, \$358,167 in Savings, \$82,390 in our Reserve Fund, \$50,000 in land development fund, and \$30,000 in our long-term maintenance fund.
2. July 2021 total income was \$9,053 of which \$6,644 was from total Property Tax Revenue, and \$2,162 was from total Specific Ownership Tax.
3. July 2021 expenses totaled \$28,492. Expense categories exceeding \$1,000 are summarized here for review purposes, but all expenses can be found on the Profit and Loss statement: \$1,018 for marketing and design, \$1,221 for health insurance, \$1,185 for payroll taxes, \$17,016 for wages, \$3,726 for professional fees of which \$3,000 was for the audit, and \$1,055 for program development of which the majority was for children's programs.
4. Net income for July was \$-19,439 (\$9,053 income, \$28,492 expenses). Net income year to date was \$246,748.

New Business

a. Library Security - updates on installation

Security system will be installed at the end of September. Michael and the Board expressed appreciation to the Library Foundation for providing financial support for the system. A grant that the Library was recently awarded may also be used to support the cost of the system.

Michael explained that the staff have been involved in security training and the development of security solutions.

OLD BUSINESS

1. Community Needs Assessment Survey update - Scott and Allie
 - a. Survey is still open. Trustees collected surveys at Crosscut and at the Nederland Transfer Station in August. Results will be shared at the September meeting. Trustees Scott and Allie and staff will evaluate the number of survey responses to see if the survey can close or if it should remain open to collect more responses.

2. Employee Handbook Revisions - Review and Approve - Scarlett
 - a. Trustee Scarlet presented the proposed Employee Personal Social Use Policy and explained that it was developed using HR best practices and examples from other organizations.

Rick shared that this policy is currently being reviewed by the Library's solicitor for approval by the Board in the future.

Scarlett will be submitting a proposed amendment to the PTO policy in September to help with employee retention.

ADJOURNMENT

Rick moved to adjourn the meeting at 8:22 p.m. Lisa seconded. Motion approved.