

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

October 27, 2021

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

ROLL CALL

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

Library Director: Elektra Greer

Absent: Rick Rudstrom, Scott Papich

PUBLIC COMMENT

MINUTES

Lisa motioned to approve the September 22 meeting minutes. Scarlett seconded. Motion passed.

REPORTS

Foundation's Report

The Foundation has two new members. The Foundation is doing very well with fundraising and had great success at the Oktoberfest earlier this month. The Foundation is looking to fund a permanent art installation in memory of Dr. Hughes Moir, a founding member of the Library.

Director's Report

Library Usage

Most of our Performance Indicators are back up this month, especially with programming (30% gain)! Although it has been a bit challenging to plan for in-person programming since we've had several last minute cancellations from volunteers and staff due to potential COVID exposure, patrons have been understanding. We are also learning to substantially overbook programs in anticipation of higher-than-average last minute cancellations from patrons due to COVID exposures. We have been averaging 30% "no-shows" rather than our average 20% no-shows pre-COVID. So, it's a learning curve for all of us.

Total circulation of e-items was 458 check-outs last month, up from our highest month in the summer of 394 check-outs. Physical materials circulation averaged 2596 checkouts. Web traffic and door traffic saw a slight increase, due to programming and an uptick in Sunday traffic (our outdoor sign seems to be working!)

We did a one-week, physical tally door count this month to verify our electronic door counter and, as suspected, the electronic counter is overcounting, so we are looking into a different location for it. Fortunately, we've been aware of this for a while and our traffic statistics have been modified accordingly.

Library Databases

Nederland Elementary School reached out to us to possibly help them with the purchase of some databases they are not able to afford themselves (World Book online). I believe providing this service to our community would be a great use of some of the additional funds we will have next year from our property taxes. I am hoping to budget \$5,000 in 2022, for a pilot program to see what kind of usage they receive.

Facilities

We had a few issues with our new security cameras (software on our staff computers needed to be updated), but they are overall working well.

After further research and speaking with Val from Valentine Construction, I propose we have his team custom build our storage shed (within the \$5,000 approved last month). It will be more time and cost-efficient. I am hoping we can get it completed in November.

Programming

- Our Children's programs are continuing to gain momentum, especially our NES after-school program.
- We are planning a Community Thanksgiving Pie Feast Day on Sunday, November 21st since there will be no beloved Thanksgiving Feast at the community center this year. We will encourage the community to bring and share both sweet and savoury pies and will have live music and, of course, a Pie Baking Contest with Prizes for anyone interested in participating. I am asking the Foundation to partner with us on this.
- Cookbook club is alive and well with another program November 4th (Charcuterie Boards!)
- Hoag Holmgren will be leading a guided meditation and discussing his book, "No Better Place, A Zen Primer" on Thursday, November 18th.
- We are organizing an early December Local Authors event in time for the Holidays.

Personnel

- Staff member Jodi Couillard resigned because she accepted a full-time offer in her professional field (environmental sciences).
- We have hired Kelly Detzel-Hess who is the librarian para-educator at NES. We think she will be a wonderful addition to our team and will be a great liaison between NCL and NES.
- As with most other organizations, we're feeling the turbulence of staffing and volunteer challenges with, especially with the tensions between recommended public-health COVID Exposure protocols and coming to work. I have drafted a Personnel policy for review, that follows many BVSD policies. As a primarily part-time and volunteer staffed organization, there may have to be times when we unexpectedly close our doors temporarily due to a staffing shortage. I will do everything in my power for that not to happen since we are now back at our full open hours and traffic numbers have continued to increase, but, if issues continue into the Spring, it may be time to consider a re-organization of the library to have three, full-time staff members and consolidated part-time hours.

Treasurer's Report

September

1. As of September 30, 2021 checking/savings totaled \$496,435 of which we had \$15,950 in Checking, \$302,163 in Savings, \$82,390 in our Reserve Fund, \$50,000 in land development fund, and \$30,000 in our long-term maintenance fund.
2. September 2021 total income was \$4,376 of which \$1,708 was from total Property Tax Revenue, and \$2,481 was from total Specific Ownership Tax.
3. September 2021 expenses totaled \$32,047. Expense categories exceeding \$1,000 are summarized here for review purposes, but all expenses can be found on the Profit and Loss statement: \$3,340 for books and materials, 1,676 for Courier Service, 1,937 for maintenance (mostly for the alarm system), \$1,221 for health insurance, \$1,359 for payroll taxes, and \$17,899 for wages. Professional fees and Program Development were also close to \$1,000, \$946 and \$958 respectively.
4. Net income for September was \$ -27,671. Net income year to date was \$199,155.

NEW BUSINESS

a. NCL 2022 Draft Budget

Elektra and Annie presented the 2022 Draft Budget. The Draft Budget will be posted for public review on the Library's website and in the local newspaper before the end of the month.

The Board will continue to review and revise the budget before approving the budget at its December.

b. Saturday, November 20th Board Retreat

Andrew will send out a doodle poll to schedule a Board retreat on a Saturday in January.

c. December Board Meeting

Elektra will discuss with the Board by email to see if the December Board Meeting can be held on December 8, 2021.

OLD BUSINESS

a. Sidewalk crack

Elektra is in the process of hiring a contractor to repair a crack in the sidewalk.

ADJOURNMENT

Lisa moved to adjourn the meeting at 8:46 p.m. Andrew seconded. Motion approved.