

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

September 22, 2021

The meeting was called to order at 7:10 p.m.

ROLL CALL

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

Library Director: Elektra Greer

Absent: Scott Papich, Lisa Ryder

PUBLIC COMMENT

MINUTES

Rick motioned to approve the August 25 meeting minutes. Doug seconded. Motion passed.

REPORTS

Foundation's Report

Elektra reported that the Foundation has been very successful with three recent book sales. The Foundation is helping fund furniture for the Library. Elektra is talking with the Foundation about funding a Nederland Poet Laureate.

Director's Report:

Library Usage

All our Performance Indicators are essentially flat this month. Total circulation of e-items is averaging 350 items and physical materials circulation averaged 2,700 checkouts. Web traffic and door traffic saw a slight increase. Usage of doggie poop bags was our most dramatic increase this month!

Sunday hours are starting off slowly (after 18 months of no Sunday hours), but we have purchased some outdoor signage to remind people we are open on Sundays.

Facilities

Our Security cameras have been installed and working well, though the final price was higher than the original quote (\$1,000 more) due to the need to run conduit. The Foundation will be refunding the library the cost of installation and, moving forward, the library will be paying the monthly upkeep fee.

The need for additional library storage is continuing to be a pain point for operations and we are purchasing a small, affordable storage shed to be placed at the back of the building. We don't anticipate the cost being over \$1,000.

The Foundation has helped the library purchase new furniture for the Children's area that should be arriving within the next month.

Technology

The Library is very engaged with community conversations regarding the distribution of Boulder County's ARPA funds (\$63.3 million), and I am advocating for the library's role in helping expand broadband access for our mountain community. Matt is continuing to research a range of options.

The library is now able to accept credit card payments, online and with a chip reader. This is a secured system provided to us at no charge through Colorado SIPA.

The Library will soon be providing Fax services and we are looking into investing in a higher grade color printer, depending on what happens with the sale of the Business Connection.

Programming

September has been a slow month for programming, but we are full speed ahead for October!

After-school programs at NES.

Dungeons & Dragons

Writing Club for Youth

MakerSpace

End of the Line: Women of Standing Rock film screening at HubNed (for IPD)

Voice the Constitution program + Display

Dune Trivia Night in partnership with BDT

October Arts and Crafts on Sunday

Treasurer's Report

Presented at the September 2021 Board meeting on September 22, 2021

August

1. As of August 31, 2021 checking/savings totaled \$523,870, of which we had \$17,578 in Checking, \$327,969 in Savings, \$82,390 in our Reserve Fund, \$50,000 in land development fund, and \$30,000 in our long-term maintenance fund.
2. August 2021 total income was \$9,987 of which \$7,914 was from total Property Tax Revenue, and \$1,885 was from total Specific Ownership Tax.
3. August 2021 expenses totaled \$29,346. Expense categories exceeding \$1,000 are summarized here for review purposes, but all expenses can be found on the Profit and Loss statement: \$1,699 for books, \$1,655 for ebooks/applications, \$1,598 for marketing and design, \$1,221 for health insurance, \$1,139 for payroll taxes, \$15,140 for wages, and \$1,229 for professional fees of which \$1,000 was for the audit.
4. Net income for August was \$-19,359. Net income year to date was \$227,389.

New Business

a. Storage Shed

Rick made a motion to approve funding for an exterior shed for storage, not to exceed \$5,000. Scarlett seconded the motion. Staff will select the shed, and determine where it will be installed in consultation with Rick, Andrew and Scarlett.

b. Board Retreat update

The Library's Board Retreat will occur on Wednesday, November, 3, 2021 at the Helen Fowler library at the Botanical Gardens from 10 am to 3 pm. More details to follow from Elektra.

c. Discuss policy regarding "proof of vaccine or COVID negative test" for certain library programs

Elektra asked the Board if the Library should consider hosting events that would follow Boulder County Public Health protocol to check for vaccines or negative COVID tests which would permit attendees without masks. The Board discussed this topic and determined that the Library should stick with requiring masks at events.

d. Boulder County ARPA Survey

Elektra encouraged the Board to take and share the Boulder County ARPA Survey because it could help direct one time funds to the Peak to Peak region.

<https://forms.office.com/Pages/ResponsePage.aspx?id=fJSyNwqOoEeiE0PL0SvxN7p8PyNRuRGmD2I-vxkpT5UMDQ3M0RZSVVaSFpJVkJYWjFGRFYwSUFCTS4u>

OLD BUSINESS

e. Employee Handbook revisions—review and approve

Elektra presented the Employee Personal Social Media Use Policy revised by the Library's Attorney. Scarlet moved to approve the revised policy. Andrew seconded.

f. Community Survey Results

The Board will dedicate time to discuss Community Survey Results at the Board Retreat.

ADJOURNMENT

Rick moved to adjourn the meeting at 8:17 p.m. Doug seconded. Motion approved.