

Nederland Community Library District
Board of Trustees Meeting Minutes
January 26, 2021
The meeting was called to order at 7:04 p.m.

ROLL CALL

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

Library Director: Elektra Greer

Absent:

PUBLIC COMMENT

MINUTES

Scott motioned to approve the December 8 meeting minutes. Rick seconded. Motion passed unanimously.

REPORTS

President's Report
No report.

Foundation's Report
The Foundation agreed to sponsor new merchandise with a new Library/Frozen Dead Guy Day logo. The Foundation also agreed to share additional costs associated with the Winter Reading Program.

Director's Report

Library Usage

December 2021 had very low in-person traffic (pre-COVID this is usually a busy month with children out of school, but the Omnicron variant reduced programming attendance by close to 60% of what we've experienced pre-COVID). We circulated 2,578 physical items and had 393 total check-outs of e-items; this was a small decrease from November.

In February I will be working on our Annual Report for the State and I will share our total 2021 usage numbers at February's Board meeting. Total Payroll for 2021 was a higher percentage of our budget than in previous years; this reflects changing compensation plans in the area. Similarly, we saw an increase in technology and security expenditures, also reflecting the

changing landscape in which we operate. Some of the costs associated with our technology upgrades will be reimbursed through ARPA funds.

Library Databases

These have arrived! World Book (and soon Pebble Go!) are now available through our website and NES will be doing a big library-card push in February to get students NCL library cards!

Winter Reading Program

This was a bigger success than we expected and our new staff member Kelly did a great job running it. We had 42 youth signed up which is great for our first Winter Reading Program. The Foundation shared the cost of the Avalanche Hockey Tickets. We decided we wanted every participant to receive some prize, so the Foundation helped us with purchasing local business gift cards for participants who completed the program.

Programming

We had several programs lined up for January and February, but except for our Ulysses program and CookBook Club, we are going to wait until March to do in-person programs. Last minute-cancellations (from patrons and presenters) are very costly. Our NES after-school program is full again for February and this seems to be meeting a real need in the community (after-school programs for students) and so Jessie and I are looking into expanding the program.

Jessie and Kelly have begun work on a March Spring Break Reading Program and our Summer Reading Program. They are both doing an excellent job getting up to speed on Youth Services responsibilities.

I will be visiting the Nederland Middle/High School in February and meeting with their National Honor society to share opportunities to volunteer at the library. We are hoping some of them will be "Book Buddies" to our youngest readers over the summer.

Teens, Inc. is continuing to host Youth Advisory Meetings at our library, which is a great opportunity for us to expand our reach to young students.

New Collection

Manga is here! This is usually a very popular collection for Young Adults. We are hopeful it will circulate well.

Frozen Dead Guy Days

We have four confirmed runners and are looking for two more! The Foundation is funding new 2022 FDGD Library merchandise (beanies and water bottles).

Printing and Small Business Services

As expected, we've experienced over a 20 % increase in printing requests.

Web traffic and Social Media

Kay Turnbaugh is using an updated analytics system for our web traffic. We had 3.2K views of our page and our FB presence is expanding (again), thanks to Janette's help.

Hughes Moir Memorial

We are in conversation with Hughes' family regarding either a memorial bench or sculpture on library property.

Library Board Retreat

I shared with staff the following three actionable items from our Board retreat:

- A defined plan for development of the East property by December 2022. "Don't just build a building; build a community."
- A minimum of 5 programs that help our community with technological/digital literacy
- A "community experts" series showcasing local expertise related to the Peak-to-Peak area (video-recorded programs that we have on our website). For example, fire safety in the mountains; safe winter driving; welcome to mountain living; etc.

Treasurer's Report

November

1. As of November 30, 2021 checking/savings totaled \$329,638 of which we had \$6,355 in Checking, \$144,961 in Savings, \$82,390 in our Reserve Fund, \$50,000 in land development fund, and \$30,000 in our long-term maintenance fund.
2. November 2021 total income was \$7,521 of which \$5,201 was from total Property Tax Revenue, and \$2,232 was from total Specific Ownership Tax.
3. November 2021 expenses totaled \$30,298. Expense categories exceeding \$1,000 are summarized here for review purposes, but all expenses can be found on the Profit and Loss statement: \$4,382 for books and materials, \$1,221 for health insurance, \$1,423 for payroll taxes, \$18,710 for wages, \$1,128 for program development.
4. Net income for November was \$ -22,777. Net income year to date was \$33,158. December

5. As of December 31, 2021 checking/savings totaled \$295,480 of which we had \$25 in Checking, \$101,157 in Savings, \$82,390 in our Reserve Fund, \$50,000 in land development fund, and \$30,000 in our long-term maintenance fund, and \$16,000 in carryover funds from 2020.

6. December 2021 total income was \$3,837 of which \$7 was from total Property Tax Revenue, and \$2,187 was from total Specific Ownership Tax.

7. December 2021 expenses totaled \$37,999. Expense categories exceeding \$1,000 are summarized here for review purposes, but all expenses can be found on the Profit and Loss statement: \$6,059 for books and materials, \$1,090 was for maintenance (mainly HVAC), \$3,252 for health insurance, \$1,578 for payroll taxes, \$20,660 for wages, \$1,227 for program development.

a. Net income for December was \$ -34,161. Net income year to date was \$15,024. Year End Summary

1. Total Income for 2021 was \$529,500. Total Expenses for 2021 were \$514,476, leaving a balance of \$15,024 to carry over into 2022.

2. Of the \$514,476 expenses, 26% went toward our Bond repayment, 46% went toward payroll (health insurance, taxes, and wages), 9% went toward Books and Materials (with ebooks and physical books nearly equal at \$17,271 and \$15,954 respectively), Maintenance was 4%, Professional Fees were 3%, and Equipment, Program Development, and Utilities were each 2% of the total expenses.

3. Current Assets (bank accounts) total \$295,501, of which \$178,323 are in special funds (Tabor, Land Development, and Long-Term Maintenance), leaving a balance of \$117,157 in Savings. Other Current Assets (book inventory and property tax receivable) are valued at \$509,601. Fixed Assets (building, land, equipment, furniture, etc.) are valued at \$1,646,964.

NEW BUSINESS

a. Staff and Volunteer COVID policy

Elektra recommended for the Board to adopt a policy to guide vaccination and testing requirements for staff and volunteers,

Lisa made a motion to require staff and volunteers to show proof of being vaccinated and boosted, if eligible for the booster, or show proof of a negative COVID test weekly. Also, the Library's policy for staff and volunteers returning to work following positive COVID tests, or an exposure at the Library, will follow Boulder County Public Health's guidelines. Seconded by Scott. Motion passed unanimously.

b. Contracting with Payroll/HR business

Elektra informed the Board that a new Payroll/HR contractor is needed. A new service provider will be recommended at the February meeting.

c. FDGD coffin race

Two more runners are needed. Let Elektra know if you would like to volunteer.

d. Board Officer Nominations

Doug Armitage has stepped down as a voting member of the Board but will remain on the Board as a non-voting member.

Lisa nominated Allie Marshall to be a voting member of the Board. Seconded by Rick. Motion passed unanimously.

Lisa nominated Rick Rudstrom as Vice President. Seconded by Scarlett. Motion passed unanimously.

OLD BUSINESS

a. Review Board Retreat actionable items

A defined plan for development of the East property by December 2022. "Don't just build a building; build a community."

A minimum of 5 programs that help our community with technological/digital literacy

A "community experts" series showcasing local expertise related to the Peak-to-Peak area (video-recorded programs that we have on our website). For example, fire safety in the mountains; safe winter driving; welcome to mountain living; etc.

Lisa moved to adjourn the meeting at 8:34 p.m. Seconded by Scarlet. Motion passed unanimously.