

Nederland Community Library District
Board of Trustees Meeting Minutes
August 17, 2022
The meeting was called to order at 6:44 p.m.

ROLL CALL

Present: Scarlett Ponton de Dutton, Scott Papich, Andrew Bliss, Lisa Ryder, Annie Thayer

Absent: Rick Rudstrom, Allie Marshall

Library Staff: Elektra Greer

PUBLIC COMMENT

MINUTES

Andrew motioned to approve the July 27 meeting minutes. Scarlett seconded. Motion passed unanimously.

REPORTS

Treasurer's Report

June

1. As of June 30, 2022 checking/savings totaled \$608,907 of which we had \$34,003 in Checking, \$82,390 in our Reserve Fund, \$50,000 in land development fund, and \$30,000 in our long-term maintenance fund, and \$124,651 in Savings.
2. June 2022 total income was \$117,044 of which \$114,075 was from total Property Tax Revenue, and \$1,998 was from total Specific Ownership Tax.
3. June 2022 expenses totaled \$34,584. Expense categories exceeding \$1,000 are summarized here for review purposes, but all expenses can be found on the Profit and Loss statement: \$3,852 for books and materials, \$1,691 for maintenance, \$1,075 for office supplies, \$1,671 for payroll taxes, \$22,051 for wages, and \$1,181 for utilities.
4. Net income for June was \$82,460. Net income for fiscal year 2022 is \$328,378.

July

5. As of July 31, 2022 checking/savings totaled \$594,659 of which we had \$35,863 in Checking, \$82,390 in our Reserve Fund, \$50,000 in land development fund, and \$30,000 in our long-term maintenance fund, and \$108,922 in Savings.
6. July 2022 total income was \$19,183 of which \$12,304 was from total Property Tax Revenue, and \$1,963 was from total Specific Ownership Tax.

7. July 2022 expenses totaled \$33,430. Expense categories exceeding \$1,000 are summarized here for review purposes, but all expenses can be found on the Profit and Loss statement: \$2,997 for books and materials, \$3,005 for maintenance, \$1,615 for payroll taxes, and \$21,338 for wages.
8. Net income for July was -\$14,247. Net income for fiscal year 2022 is \$314,131.

Notes:

- Experience Passes may look a lot over budget, but the Foundation Donations and Grant funds from the State are going to that expense, so it balances out.
- Postage & Delivery and Water & Sewer have been higher expenses than budgeted for, but overall we're still good in both those overall categories.
- Marketing expenses are slightly higher than normally would be this year, but that's not really unexpected (Kay does a lot with the website, which falls under our marketing, but she also does a lot of IT support. We will be cutting back on ads in the paper for the rest of the year. Our greatest ROI for marketing comes from word-of-mouth, FB, the newsletter, and flyers in the school folders.
- Print subscriptions were also a bit higher than expected but we added a few extra journals. Print newspaper costs continue to go up.

New Business

- a. Raffle winners from Summer Reading Program

Prizes were awarded to Summer Reading Program participants by a raffle drawing.

- b. Meeting Room Policy, Update

Elektra presented revised language to the Community Room and Facility Usage Policy. Lisa made a motion to revise the Community Room and Facility Usage Policy as presented by Elektra (See Appendix A.). Seconded by Scarlett. Motion passed unanimously.

- c. License Agreement for use of property with Reshom Gurung, Owner of Kathmandu

Lisa made a motion to approve the license agreement for a monthly fee of \$75 per month. Seconded by Andrew. Motion passed unanimously.

- d. NCL Sister Library Student exchange with a Netherlands Public Library

Elektra informed the Board that she is pursuing a student exchange program with a library in the Netherlands. More information to be shared with the Board in the future.

Lisa moved to adjourn the meeting at 7:10 pm. Andrew seconded the motion. All in favor.

Joint Library District and Library Foundation Meeting

The Joint Meeting with the Library Foundation was opened at 7:10.

Foundation Representatives: Kathy, Vice President, Linda, Secretary, and Patty, Treasurer.

The Foundation and District Board attendees brainstormed ideas for the development of the property to the east of the Library building. The group decided that hiring a project manager was the best next step to move the project forward. Elektra will bring a proposal/contract to the Foundation for their consideration.

Lisa moved to adjourn the meeting at 8:04 pm. Andrew seconded the motion. All in favor.

Appendix A. Community Room and Facility Usage Policy Revised August 17, 2022

Nederland Community Library District - Policy

Approved by the Board of Trustees on August 17, 2022

Community Room and Facility Usage Policy

1.0 Purpose:

The Nederland Community library's community room and other interior library spaces are available to be reserved for meeting and event use. Use is to be consistent with the library's mission, including promoting literacy and strengthening our community through education, self-improvement, cultural and charitable events, informational meetings, civic undertakings, and the free expression of all points of view. The meeting rooms are available for private use if the purpose of the meeting is in keeping with the mission of the library. Rooms may be reserved for private use for study sessions and virtual meetings. Meetings that are private and not open to the public must have signage at the door that states the meeting is private. Only NCL library cardholders may reserve the room. A cleaning fee and/or deposit may be required for private use of the meeting rooms.

Activities and meetings shall not be closed to any person due to age, gender, sex, gender/sexual preference, race, religion, political affiliation, national origin, disabling condition, or any other federal or state protected classification. Organizations (unless co-sponsors of a library program) may not use the meeting room, more than once a month, for ongoing regularly scheduled operational activities.

The Nederland Community Library District is a governmental entity and as such, all activities conducted in the community room and other reserved interior spaces shall be done in accordance with all applicable laws and shall be conducted on an equal opportunity basis.

Commercial use for the purpose of sales or solicitation is not permitted.

2.0 Definitions: NCL = Nederland Community Library

3.0 Policy:

Rules of Use

We welcome individuals and groups to use the facility, with the following conditions: • No products or services may be advertised, solicited or sold, with the exception of books and other resources sold at library sponsored or related events.

- No fundraising programs may be held in the community room except for library sponsored events, such as the Friends of the Library book sales.
- Fees to cover the cost of study materials used in classes, workshops, conferences and similar events can be collected by non-profit and governmental organizations; however, the purchase of study materials may not be a requirement for attendance and/or registration. Permission must be obtained in advance through library management.
- The community space must be reserved by adults 18 years old or older.
- Youth (under 18) must have an adult sponsor who will be present during the use of the space. • Youth (under 18) must be supervised at all times by adults in their care.
- The Library is not responsible for any equipment, supplies, materials, clothing or other items brought into the library or community rooms by individuals sponsoring or attending the meeting.
- Use of the community room by outside groups does not constitute the Library's sponsorship or endorsement of viewpoints expressed by participants in programs. Groups may not imply that the Library sponsors their meeting. Publication of misleading notices and advertisements will be considered a violation of these rules and future use may be denied. The Library phone number may not be given for contact purposes without prior approval

The following statement is to be included on any/all promotional materials, including, but not limited to signs/posters, flyers/mailings, press releases, online promotions, etc.: *[Event] is funded and presented by*

[organization/individual] and is not sponsored by Nederland Community Library. For more information, please contact [insert your contact name and phone number]; do NOT include library contact information.

- **Library personnel** have free access to enter the community room at any time. Library sponsored and co-sponsored programming and activities will have first priority in scheduling room use.
 - Individual use. There are some activities – such as a Skype job interview – where individual booking and use of the room is allowed. These will be evaluated on a case by case basis.
- By signing the application (s), user(s) accept responsibility and agree to pay for all damages or losses incurred to the Library's community room or its contents as well as the cost of excessive clean up.

- Alcoholic beverages are not permitted anywhere in the facility or on Library property except at special events hosted by the NCL Foundation, Friends of the Library groups or any library related organizations or associations. The necessary permits as well as written permission to serve alcoholic beverages at special events must be obtained in advance.
- Simple refreshments may be served. All food or drink must be kept within the community room. The group using the community room is responsible for all set-up and clean-up, which must take place during the time frame for which the room is reserved.
- Movies shown, or recordings played, must have the appropriate public performance rights. Obtaining the license and all applicable fees are the responsibility of the group (if it is not covered by the library's permit). Proof of public performance rights shall be provided prior to the event date.
- Use of the library for after-hours events will be contingent on staff availability.
- All Library rules and guidelines apply to use of the community room and space. Use of the premises may be terminated at any time if the conduct of the group, or any member of the group violates any of the Library's rules and guidelines.
- If permission for the use of the community room is denied, the applicant may appeal to the Library Director in writing. If that appeal is denied and the applicant is dissatisfied with the reasons offered, the applicant may appeal to the Library Board during a regularly scheduled Board meeting.
- The Library reserves the right to cancel programs as needed for any weather, health, or safety related issue.

Fees

There is no fee for use of the community room space during regular business hours. The space is available for after-hours usage, contingent on staff availability. There will be a \$10 fee for use of the meeting rooms after hours. Fee must be paid in advance of usage unless alternate arrangements have been made with staff.

Reservation and Scheduling

Community room applications are available on-line or at the library. Reservations may currently be made by telephone, online, or in person and are on a first-come, first served basis. Meetings that are open to the public will have priority in scheduling over private meetings. Library meetings may preempt any meeting when warranted. Reservations are considered tentative until the application and the reservation are confirmed. Groups should notify the facility at least 24 hours in advance if they cancel. If a group has not arrived or called the library staff to report a delay within 15 minutes after the scheduled time, the staff may allow others to use the room.

Liability

The person or organization using the community room accepts full liability for any losses or damage that may occur to library facilities or equipment while in use by said person or organization. The person or organization fully releases and discharges the Nederland Community Library, the

Library Board of Trustees, its directors, employees, and agents from any and all claims for injuries, including death, and/or property damage and any other damages or losses which may arise or which may be alleged to have arisen out of, or in connection with the meeting.

This policy is subject to change periodically.

4.0 Attachments: (Meeting Room Application Forms)

5.0 Revision History: Revision -1 July 27th, 2016. Revision-2 November 14, 2018 Revision-3 January 30, 2019, Revision-4 Aug 17, 2022