

Nederland Community Library District
Board of Trustees Meeting Minutes
October 26, 2022
The meeting was called to order at 6:36 p.m.

ROLL CALL

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

Absent: Rick Rudstrom

Library Staff: Elektra Greer

PUBLIC COMMENT

MINUTES

Scott motioned to approve the August 17 meeting minutes. Scarlett seconded. Motion passed unanimously.

REPORTS

NCL Director's Report

Foundation Liaison Report: The Foundation donated \$2,000 to the Library at their October meeting to help support our Winter reading program, art card contest and to purchase a permanent piece of art for the Library. We are also purchasing more Library merchandise to sell at the HMM and to give to our volunteers for their Holiday thank-you (showcasing our Frozen Dead Librarian 2022 "Best Spirit" win.)

The Foundation is willing to earmark \$5,000 in January to contract with someone to oversee a small public engagement campaign for developing the East property.

I nominated the Library Foundation for a \$1,000 Award for all the great work they do. They've had record sales this year!

Facilities and IT: I am waiting on Val from Valentine Construction for the walkaround of the library building; he does have our maintenance folder documents that he is reviewing. Mountain Broadband has been installed and is working well. Matt replaced our Circ 1 computer with a new model.

I am researching finding a new HVAC company. Myself, Andrew and Matt Reynolds have all had concerns with Control Services Center's customer service and pricing.

We are really needing the East Property for our After-school programs (letting kids unwind and do physical activities before heading into the library) and I'm hoping we can get the ground leveled and more usable next Spring.

Parking lot was re-graded this month. Lots of thank-you's from patrons!

I hope the Town can continue to help us out with sidewalk snow removal this year.

Financials: Our 2021 audit was successfully submitted to the State.

Library Usage

Physical Items circulation: 2817 (a small jump due to an increase in children's books circulation; very tied into our increase in storytime attendance and our after-school programs)

Patron E- Circulation: 353 checkouts (small drop from last month)

Door Traffic: 3,177 (very similar to last month; excellent numbers)

Website visits:

FB and YouTube: Engagements steady (except YouTube; a lot of fresh videos coming this month)

Programming and Outreach

Mermaid Storytime, History and Mystery of Tarot, and Dia de los Muertos events all had full attendance. Our NMSHS outreach is going strong (and very appreciated by students).

Myself and Jessie will be doing some outreach storytimes at NES this upcoming month.

#SongsfromtheStacks is back in full force beginning this week with local icon, Brent Warren.

Second Annual Pie Contest: Saturday, November 5th, noon-2PM.

Mountain Coalition for Youth is continuing to meet at the library and be a strong partnership for us.

Indigenous People's Display (traveling museum exhibit) has been fun to promote, though we haven't had as many families check it out as we had hoped, despite promoting to the schools.

Holiday Mountain Market

The Library will have a huge presence this year; we will be staffing a "Winter Wonderland" Family space, replete with live characters from Disney's Frozen AND "Photos with the Grinch" (Rick Rudstrom). If any Board members are able to volunteer for a 2-hour shift on either December 10th or 11th (between 10AM and 2PM), please let me know.

Safety and Security: The Boulder Sheriff's Officers' responsiveness for two incidents this past month were stellar and I noticed both officers were familiar with the unique legal framework surrounding public libraries (limited public forums). Unfortunately, we still have not observed any walk-through's which I feel would make staff feel more comfortable with library operations since we are seeing a steady flow of patrons with high health and human services needs.

Staff Meetings: We had a staff meeting this past month reviewing the rights and responsibilities of public libraries as limited public forums (different from a traditional public forum). We discussed that when patron disruptions occur, it is important to focus on our code of conduct and if the behavior is disrupting library operations.

Treasurer's Report

September

1. As of September 30, 2022 checking/savings totaled \$425,136 of which we had \$34,376 in Checking, \$82,390 in our Reserve Fund, \$50,000 in land development fund, and \$30,000 in our long-term maintenance fund, and \$228,369 in Savings.
2. September 2022 total income was \$9,554 of which the majority was from: \$1,487 from total Property Tax Revenue, \$2,683 from total Specific Ownership Tax, and \$4,716 from grants.
3. September 2022 expenses totaled \$152,151. Expense categories exceeding \$1,000 are summarized here for review purposes, but all expenses can be found on the Profit and Loss statement: \$118,971 for Bond repayment, \$1,415 for books and materials, \$3,574 for equipment, \$1,670 for payroll taxes, \$21,334 for wages, \$1,228 for Program Development, and \$1,101 for utilities.
4. Net income for September was -\$142,597. Net income for fiscal year 2022 is \$144,607.

New Business

- a. The November Board meeting will be canceled.
- b. December Meeting Day
 - i. The Board agreed to move the December meeting time to December 6 at 6:30.
- c. Letter to BOT Regarding Recent Security Concerns and Police Response
 - i. The Board agreed to send the Nederland Board of Trustees about the quality responses provided by the Boulder County Sheriff's Department.
- d. NCL Photo and Video Policy
 - i. Safety concerns at NCL
 - ii. Pending Council advice, Library staff will draft language prohibiting filming of minors in the Library in the Library's Code of Conduct.
 - iii. Scott moved to add the following language to the Library's code of conduct. "No video recording or photographing other patrons within the Library environment without consent." Seconded by Lisa. Motion passed unanimously.

Lisa moved to adjourn the meeting at 8:28. Seconded by Scarlett. All in favor.