

**May 23, 2023**

**7:00 PM**

**NCL District Board Meeting**

*(If needed, please contact the library for remote participation information.)*

*Attendees:*

Present: Scott Papich, Andrew Bliss, Lisa Ryder, Annie Thayer, Allie Marshall, Rick Rudstrom

Guests: Jennien, Katherine Weetly, Amy Monroe, Valentine, Marnee, Austin, Shayna, Jessie, Shayna, Susan Kelly, Karen and Mark.

*Lisa called the meeting to order at 7:00 p.m.*

1. Public Comment (15 minutes)
2. Minutes from the Board Meeting on April 26, 2023

Lisa made a motion to approve. Rick seconded. Motion passed.

3. Reports
  - a. President's Report
  - b. Foundation Report
  - c. Director's Report

**April Library Usage**

**Physical Items circulation:** 3,099 items (a small dip from last month); Picture Books highest circulation with 524 borrows! Adult Fiction and Adult DVDs are close seconds.

**E- Circulation:** 427 Checkouts (245 ebooks, 182 audiobooks) a drop from last month. Most checked-out ebooks: **Adulting, Little Fires Everywhere, Mad Honey, Outlander & The Road;** **Most checked-out audiobooks: Brightest Night & Oona in the Arctic**

**Door Traffic:** 3054 patrons; negligible change from last March.

**Children's Programming:** 135

**Website visits:** Usage down a little; 2,592 pageviews, 1,221 users

**FB and YouTube:** Our FB engagements were slightly down a second month in a row; we are trying a few new approaches (more video content!).

### **Foundation Liaison Report:**

Annual book sale at our Summer Reading Kick-off event on Thursday, May 25th. Spread the word—this helps finance our Pocket Park and International Exchange!

**NCL Insurance coverage**—consolidating and adding Volunteer Accident coverage through Colorado Special Districts Property & Liability Pool (CSD Pool).

In brief (and we'd be eligible for a variety of multi-program discounts and credits).

- \$2 Million General Liability covering the library and vacant land (Your current coverage has \$1 Million limits)
- \$2 Million Hired & Non-Owned Auto Liability to cover the district in the event an employee drives their personal vehicle on district business. This also provides liability coverage for rented vehicles.
- \$50,000 Hired Auto Physical Damage, which provides Comprehensive & Collision coverage for rented or borrowed vehicles.
- Property & Equipment Breakdown coverage for the library location (see pages 4-7 and 17 of the proposal)
- \$2 Million Public Official's Liability, which includes D&O/EPLI (you currently have this coverage with Conexus with a \$1 Million limit).
- Volunteer Accident (see page 12 of the proposal)
- \$5,000 Crime coverage
- \$200,000 Cyber coverage

**Facilities and IT:** Locks are being installed on our bathroom next week. The cost is slightly higher than Ray Willis (our locksmith) anticipated. Total cost of locks and installation will be approximately \$1500.

HVAC —we had another unscheduled visit from CSC due to an issue with overheating in one section of the library.

### **Financials**

FAMLI Program—the State did not receive deductions made by ADP for our FAMLI leave contributions. ADP reimbursed the library and I am sending on that amount to the State.

### **Safety and Security**

We saw a sharp increase in safety and security issues in April, including an arrest made on Library property by the Boulder County Sheriff. We are increasing paid staff-time workplace training and are adding Volunteer Accident Insurance. Libraries throughout the state and country are giving staff bonuses to help with employee retention. Public library service has changed dramatically over the last few years, with the increase in patrons with mental health challenges, increase in older patrons needing extensive technology help, book challenges, and security concerns.

### **Growing Readers Together Grant**

Early Literacy Kits and materials are circulating through the library and our FFN (Family, Friend, Neighbors) network.

### **Programming**

Summer Reading 2022! Universe of Learning! (See flyers!)

SSI Space Exhibit coming next week!

### **Please visit our kick-off event Thursday, May 25th.**

#### 4. New Business

- a. Introductions and presentation from Jeanine Naerebout, “Going Dutch” International Student Exchange with ZB Library of Zeeland

Jeanine gave a presentation describing the library system in the Netherlands and information about the library she works for. Elektra is working with Jeanine to institute an exchange student program. The Foundation is still accepting applications for students to participate in the program.

- a. Pocket Park Landscaping Contract

Scott Papich provided an update on the development of the property on the east side of the Library. Native Edge Landscaping provided a quote for \$128,000, \$95,000 in the first year. Sherpa Landscaping provided a quote for \$73,000.

Scott will work with Sherpa to segment the quote into phases. Elektra will investigate the legal requirements for procurement of services for the project.

- b. HVAC Discussion and contracting

Sean Cunningham with Solutions Energy spoke to the Board about addressing ongoing HVAC issues with the building. The Board supported Elektra to move forward with Sean to do an investigation on the existing HVAC system and to identify issues that need to be addressed. Elektra will look into the existing contract with Control Services to make sure

the Library does not break terms of the existing contract. The Board supported not moving forward with the \$20,000 software upgrade on the existing system at this time.

Lisa made a motion to extend the meeting to 9:30 p.m. Seconded by Scott. All in favor.

c. Safety and Security updates

Locks are going to be installed on the bathrooms due to safety and security concerns.

d. Property Tax Plan Proposition on November Ballot

Tabled for further discussion at a later date.

e. Staff compensation

Tabled for further discussion at a later date.

9:07 PM. Adjourn.