

**November 15, 2023**

**6:30 PM**

**NCL District Board Meeting**

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

*Lisa called the meeting to order at 6:32 p.m.*

*In attendance: Lisa Ryder, Scarlett Ponton de Dutton, Annie Thayer, Elektra Greer, Rick Rudstrum, Scott Pappich, Kathy Guyton and Andrew Bliss. John McKay, a potential future Board member attended the meeting as a guest.*

1. Public Comment, 6:30-6:45 (15 minutes)
2. Minutes from the Board Meeting on October 12, 2023

Lisa made a motion to approve the minutes. Rick seconded the motion. All in favor.

**3. Reports**

- a. President's Report
- b. Foundation Report

Kathy Guyton provided an update on Foundation activities. They provided a check to the Library in the last month for the Reading Garden. The Foundation has spent significant effort cleaning the storage room at the Community Center. The Foundation is getting ready for the Holiday Mountain Market book sale. A founder reached out to the Foundation asking for them to apply for founding which they did under a tight timeline. They are preparing their end of year letter which leads to more donations to support the fire.

- c. Treasurer's Report
- d. Director's Report

**NCL Director's Report**

November 15, 2023

**Library Usage**

September through early November foot traffic has remained very strong, averaging 700 patrons through our doors per week. Programming ( Crazy 8's, and Sci Fi bookclub are our most popular regular programs). Meeting room demand from partnering and outside groups is

very strong which keeps our numbers high. Physical and electronic circulation of items continues to drop slightly (about 6%), which is in keeping with national trends. Most libraries are concentrating more resources on circulation of nontraditional items (such as our Experience Backpacks and Toy Library items), programming and study spaces. Gilpin Library has done an excellent job creating more quiet study spaces; unfortunately, we are not able to do that in our current space. Our Reading Garden will help with more outdoor programming (especially family programming that can be loud! It would be wonderful to eventually have part of the Reading Garden enclosed so it is four-seasons.

Both our FB posts and website visits have dropped about 10%. I'm hoping once we hire for our full-time position, we'll have more time to dedicate to our marketing/social media. Kay and Shayna have been doing a great job helping me out, but it's a full-time job, in and of itself!

### **Staffing**

Although we have an excellent staff, having so many part-time people is a scheduling and training challenge. I have decided to pull back on some programming in December to focus on updating policies and procedures, and to finish up staff reviews. Our monthly staff "quizlets" from Marni have been great additions to our training and we need more! Scarlett reviewed the full-time Assistant Director position which we will be posting the week after Thanksgiving. I hope that posting it at a higher salary than we originally considered, and with an explicit focus on leadership, will give us a better candidate pool.

### **Safety and Security**

Patron behavior has calmed down considerably at the library this Fall. Matt Reynolds is continuing to invest in our IT security. He is invaluable and will be very hard to replace in our small community if he ever decides to fully retire.

### **HVAC system updates**

Andrew reported that he received a quote from Timberline Mechanical for preventative maintenance. He will continue working quotes for replacing the boiler and potentially improving the controls.

### **Pocket Park/Reading Garden**

Scott reported that the Reading Garden construction is nearly complete and is looking to come in under budget. Finishing work on electric is needed. Scott asked the Board to carry over savings to 2024 and continue working on future phases of the project.

### **International Exchange**

Things are going wonderfully with both the American and Dutch students and we finally have librarians and patrons coming and asking, “what’s that cool program you’re doing?” We will begin writing articles in the paper and being more visible in 2024. Please mark your calendars now for our Dutch students visiting the first week of July 2024. We’ll be taking them to the Greeley Rodeo! We will need some fun chaperones for all the Colorado trips we’re planning.

#### **Colorado Association of Libraries, Legislative Committee**

I will be co-leading monthly librarian trips to the Capitol, January through April 2024. Please let me know if you’re interested in joining.

#### **4. Old Business**

- a. Pocket Park--updates
- b. International Exchange--updates

#### **5. New Business**

- a. Budget Draft Presentation

The Board discussed line items in the proposed 2024 Budget.

**6. Next Meeting:** December 6<sup>th</sup>, at 6:30 p.m. Resolution to Adopt the 2024 Budget and Certification of Tax Levies.

8:30 PM. Adjourn.

Lisa adjourned the meeting at 8:13 p.m.