

**October 12, 2023**

**6:30 PM**

**NCL District Board Meeting**

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

*In attendance: Lisa Ryder, Scarlett Ponton de Dutton, Annie Thayer, Elektra Greer, and Andrew Bliss.*

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

1. Public Comment, 6:30-6:45 (15 minutes)
2. Minutes from the Board Meeting on June 21<sup>st</sup> and July 26, 2023

Lisa made a motion to approve the meeting minutes from June 21 and July 26. Scarlet seconded the motion. All in favor.

**3. Reports**

**NCL Director's Report**

October 12, 2023

**Library Usage (Abbreviated version)**

All our key performance indicators are remaining strong, except for an anticipated dip in children's programming numbers (about 15%) as we continue our search for a full-time Patron and Youth Services staff member. We are hiring Nichole Nurenberg, on a contract basis, to help with some Holiday programming. We have been able to maintain strong storytime programming and keep one of our after-school Crazy 8's Math programs. Our Author Event was a great success (total of 60 participants), although I always want more!

**Staffing**

Although we had several excellent candidates apply to work at the library, I am reposting the Patron and Youth Services position in October, better clarifying we are looking for someone who wants a leadership position. Our candidates were strong in youth and children's programming, but didn't have the library leadership experience we require for this position.

**Safety and Security**

After three different safety issues arose at the library this summer (patrons being disruptive), I realized that when the need arises to suspend a patron, we had no enforcement mechanism if that patron decides to return to the library (which one did). Without full-time security staff and without a police force in the area that can always respond in a timely manner, our staff and patrons are very vulnerable to disruptive patrons.

After meeting with Matt Reynolds and getting price quotes, I approved enhancing our security by installing an upgraded locking system that will allow staff to lock or unlock the vestibule door remotely from the Circulation desk. It has been installed at a cost of \$2,512.58. Matt will also be installing a real-time camera (a “nanny” camera) at the front door, so we can see peoples’ faces as they approach the front door. So far, the system is working great and we can use it during those infrequent times when there is only one staff member in the building (only ever for a short time).

### **HVAC system updates**

Andrew!

### **Pocket Park**

After a somewhat delayed start, things are moving quickly and we are getting a lot of excited questions from patrons. We will be learning from Emmitt Hoyl our best options for a gate.

### **International Exchange**

We hosted our first meeting with our 8 students and their parents, and we are off to a great start! Our first meeting with both cohorts of students (virtual meeting) will be October 14th.

### **Interested Board Members**

We will have one (possibly two!) community members visiting us in October to learn more about our Library Board.

### **Lyons Regional Library District**

Is there any interest in a half-day retreat to the Lyons Library: a tour and lunch?

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

I’ve been asked to co-chair the Legislative Committee with Mark Fink, Executive Director of Anythink Libraries. Of course, I gleefully accepted. This will be a big year (we think) for legislation protecting and supporting public workers.

b. Foundation Report

The Foundation is actively fundraising for the Reading Garden and will be at the Holiday Mountain Market.

c. Treasurer's Report

## August

1. As of August 31, 2023 checking/savings totaled \$572,202 of which we had \$62,997 in Checking, \$82,390 in our Reserve Fund, \$50,000 in Land Development fund, and \$5,000 in our Long-term Maintenance fund, and \$371,815 in Savings.
2. August 2023 total income was \$12,477 of which \$3,010 was from Total Property Tax Revenue, \$2,076 was from Total Specific Ownership Tax, \$1,500 from a Foundation donation, and \$4,808 from grants.
3. August 2023 expenses totaled \$36,687. Expense categories exceeding \$1,000 are summarized here for review purposes, but all expenses can be found on the Profit and Loss statement: \$1,722 for Books and Materials, \$1,313 for Insurance, \$1,924 for Payroll Taxes, \$23,243 for Wages, \$1,948 for Professional Fees, \$2,188 for Program Development, and \$1,350 for utilities.
4. Net income for August was -\$24,210. Net income for fiscal year 2023 at end of August is \$254,490.

### NOTES:

- We have received 93% of our anticipated total income.
- Our expenses are at 45% before our Bond payment of \$120,000, due soon.
- We will likely end the year with no carryover, but will not be over budget.
- Our Total Grants will continue to look low because we are not getting the NAHS grant funds.
- Foundation Donations look lower in the Income category because \$5,000 went into its own Sister City Income line.
- We have had to spend significantly more on computer upgrades and security than expected this year.
- The new deck sunshade was categorized under Furniture.
- The Programming budget shows that it is over what we budgeted because the reimbursements for our Space Science Adult programs have not yet been received.
- The EELO programming grant income offset the children's and adult programs. More EELO reimbursement funds are forth coming.
- We received more Foundation funds in September.

d. Director's Report

**4. Old Business**

- a. Pocket Park
- b. International Exchange

**5. New Business**

- a. Emmit Hoyl, and Presentation on Fence for Pocket Park

Emmit presented design concepts for a garden fence to surround the Reading Garden. The Board provided feedback on the concepts, mainly on the height of the fence. Emmit will illustrate a concept design at 5' high for feedback. The Foundation will use the concepts by Emmit to fundraise for the fence. Items to be determined at a later date are gate details and how the gate transitions on the rock stage.

- b. Board term, retaining Scott Papich for one more year.

Lisa made a motion to retain Scott for one more year. Andrew seconded the motion. All in favor.

- c. Securing Front Door Access—Stanley Technologies Installation

Elektra let the board know that the security door function is now in place and staff were trained. Having a door that can be locked remotely is needed following recent security concerns.

- d. Collection Development and Programming Policy

Andrew made a motion to approve the Programming, Exhibition and Display Policy as written. Scarlett seconded. All in favor.

- e. First draft of 2024 budget for October meeting.

Annie and Elektra presented a draft 2024 Budget to the Board for feedback. There was discussion on staffing plans for 2024, maintenance, and succession planning.

8:30 PM. Adjourn.

Attachment:

## **Programming, Exhibition and Display Policy**

### 1.0 Purpose:

Our Programming, Exhibition and Display policy is founded on the principles of intellectual freedom and equal access for all, as defined by the American Library Association's Bill of Rights, Freedom to Read and Freedom to View statements. Nederland Community Library District has a responsibility to include materials, programs, performances, displays and exhibits on all subjects of interest to its community, and on multiple sides of an issue. Inclusion does not constitute endorsement of any particular viewpoint. Further, a program, exhibit or display, will not be excluded solely because it represents a particular aspect of life, or because it is controversial. Program, exhibit and display selections are to be flexible and responsive to the changing needs and interests of the Nederland Community Library District community.

Furthermore, NCL maintains that only parents and guardians have the right and responsibility to determine their own minor children's access to library resources, including programs, exhibits and displays.

2.0 Definitions: N/A

3.0 Authority for programming, exhibition and display selections is delegated by the Board of Trustees to the Library Director and the Director's designated staff.

Following are general criteria for programming, exhibition and display selections:

- Supports our Library's Mission and Strategic Plan
- Contemporary Significance
- Popularity with patrons represented by requests and attendance.
- Within budgetary constraints.
- Enhances a specific collection within the Library
- Local author, producer, or subject
- If merited by the scope of the intended program or display, there may be a community-wide call for program submissions and/or exhibits (such as with art displays).

4.0 Attachments: N/A