

**FORT LUPTON PUBLIC AND SCHOOL LIBRARY**  
**Board of Trustees Meeting**  
**March 15, 2018**  
**Minutes**

The regular meeting of the Fort Lupton Public and School Library Board of Trustees was called to order at 6:30 PM on Thursday, March 15, 2018, with Board President Beth McWilliams presiding.

I. **Call to Order**

Ms. McWilliams called the meeting to order at 6:30 PM.

II. **Roll Call**

- i. Ms. McWilliams took the roll call. Trustees present: Beth McWilliams, Teri Kopfman, Misty Kirschenman, William Victor, Sharon Powell-Ceretto. The March 15, 2018 meeting, therefore, had a quorum.
- ii. Trustees Absent: Victoria LeMay (excused), Jesse Campbell
- iii. Also attending were Claud Hanes, City of Fort Lupton Administrator; Sarah Frank, Fort Lupton Public and School Library Director; Matthew Adame, Re-8 Board of Education liaison; Janice Wilkins, community member; and Heather Kath, Fort Lupton Public and School Library representative taking minutes.

II. **Approval of Agenda:**

Ms. McWilliams requested to approve the March 15, 2018 board meeting agenda. Ms. Kopfman moved to approve the agenda and Ms. Powell-Ceretto seconded. The motion to approve the agenda carried.

IV. **Approval of Minutes**

Ms. McWilliams requested to approve the February 15, 2018 board meeting minutes. No changes were proposed. Ms. Kirschenman motioned to approve the February 15, 2018 minutes. Ms. Powell-Ceretto seconded. The motion to approve the minutes carried.

V. **Reports and Correspondence.** There was no correspondence to recognize.

- i. **City Report:** Mr. Hanes gave the City's report. Mr. Hanes reported the following items on the agenda for the next City Council Meeting:
  - a. Council is expected to approve an increase in impound fees for animal pick-up, as the animal pick-up provider has kept the same rates for at least five to ten years.
  - b. Council is expected to approve two public hearings for wind-gap assessments for:
    - i. Ingram Heights, located on Northrup
    - ii. A natural gas compression station
  - c. Discussion will be held about the progress and plans for a new city park structure. The City received an \$80,000 matching grant to build the structure. Stacy Robinson from the City is researching the specs and working on the bidding process for construction of the structure.

Mr. Hanes reported the following items that were approved and discussed February's City Council Meeting:

- a) Council approved the Denver Avenue name change. The process to change the name will take approximately one year to complete.
- b) Council discussed the progress of a matching grant to build a splash park for the City of Fort Lupton. The City applied for a grant to build the splash park but were denied the grant from the lending agency. The City had ear-marked \$40,000 for the project. Dale's Pharmacy had donated \$40,000 in matching funds to the splash park project. Because the grant was denied, Dale's Pharmacy has agreed to ear-mark \$40,000 for a future donation, as the City plans to explore additional funding options for a splash park.

Ms. Kirschenman asked Mr. Hanes if he knew by how much the animal impound fees will increase. Mr. Hanes reported that he believed the fees will increase from approximately \$20 to \$30.

Ms. McWilliams asked Mr. Hanes whether or not Council has appointed a City Ex-Officio representative to the FLP&SL Board of Trustees. Mr. Hanes reported that Council has not approved an appointment.

ii. **Director's Report:** Ms. Frank noted that the Director's Report is written and all board trustees had received a printed copy, included in the Board Packet. There were no questions about the Director's Report.

ii. **Committee Reports:**

1. **Sunshine Fund:** Ms. Kirschenman reported that there was no change in the Sunshine Fund from last month. Ms. Kirschenman reported that there is \$21.60 remaining in the Sunshine Fund. There were no questions about the Sunshine Fund.

**VIII. New Business**

- i. **Certificates of Deposit Signers:** Ms. Frank explained that the Library would like to be able to cash out some of the Library's Certificates of Deposit, however, the three signers of the CDs are either deceased or no longer Board Trustees. The CDs will need new signers. Discussion was held about whether or not the CDs need two or three signers and who the signers should be. The legal liabilities, benefits, and drawbacks of only having two signers was discussed, in lieu of three signers.

Mr. Victor asked whether the signers needed to be assigned. Ms. Frank explained that the three signers must be assigned by the Board and the assignments approved in a Library Board Meeting, because Bank of Colorado requires verification of the assigned CD signers. Verification is provided with a copy of official board meeting minutes that contain the approval of the assigned CD signers.

Ms. McWilliams and Ms. Kirschenman suggested that the Library Director, Board of Trustees President, and Board of Trustees Vice President be the CDs signers, as the Board of Trustees has no Treasurer. Ms. McWilliams asked for a motion to approve the three official signers of the Library's Certificates of Deposit to be the Library Director (Sarah Frank), Library Board of Trustees President (Beth McWilliams), and Library Board of Trustees Vice President (William Victor). Ms. Kirschenman motioned to approve the three official signers of the Library's Certificates of Deposit to be the Library Director, Library Board of Trustees President, and Library Board of Trustees Vice President. Ms. Kopfman seconded and the motion carried.

The March 2018 Library Board of Trustees minutes are slated for approval during the April 2018 Library Board of Trustees meeting. After the minutes are approved, the CD signers will need to present a copy of the approved minutes to the bank for verification. Ms. McWilliams reported that the March minutes must be approved with a quorum at the April 2018 Library Board of Trustees Meeting in order to withdraw funds from the CDs before the time limit expires.

- ii. **Safety Deposit Box signers:** Ms. McWilliams stated that the library has the same issue with the safety deposit box signers as with the certificates of deposit. A discussion was held about whether the safety deposit should be the Library Director, Library Board of Trustees President, and Library Board of Trustees Vice President. Ms. McWilliams asked for a motion to approve the three signers for the Library's safety deposit box be the Library Director (Sarah Frank), Library Board of Trustees President (Beth McWilliams), and Library Board of Trustees Vice President (William Victor). Ms. Kirschenman motioned to approve the safety deposit box signers as the Library Director, the Library Board of Trustees President, and the Library Board of Trustees Vice President. Ms. Kopfman seconded and the motion carried.
- iii. **No Interest Loan from HPLD:** Ms. Frank explained that the High Plains Library District is asking member libraries whether they would be interested in accepting a \$1 million, no-interest loan from HPLD, to be paid back in 20 years, with 5% needing to be paid back each year. A discussion about whether the Library needs an additional \$1 million for purchasing land, constructing a new building, or other library projects, and HPLD's reasoning for offering the loan.

Mr. Hanes reported that he has spoken with HPLD officials. HPLD's reasons for offering the loan is due to a HPLD funding surplus, and HPLD's wish to give back to district libraries. Ms. McWilliams asked for a motion about whether the Fort Lupton Public and School Library is interested in accepting the \$1 million, no interest, 20-year loan from the High Plains Library District. Ms. Kirschenman motioned that the Fort Lupton Public and School Library is not interested in the loan at this time, but thanks High Plains Library District for the offer. Ms. Kopfman seconded and the motion carried.

- iv. **RFPs for Architect & Owners Rep:** Ms. Frank asked whether the Library Board is ready to move forward with gathering Requests for Proposals for an architect and an owner's rep for the new library building construction. A discussion was held to determine whether the library needs to hire an architect and whether the library needs an architect to determine the size of a new library facility.

Ms. Kopfman asked how the library finds an owner's rep. Ms. Frank reported that she has conducted extensive research and several firms with library building backgrounds are available. Ms. McWilliams asked for a motion to allow Ms. Frank to move forward with gathering RFPs from qualified firms for an architect and owner's rep. Ms. Kirschenman motioned to allow Ms. Frank to move forward with gathering RFPs from qualified firms for an architect and owner's rep. Mr. Victor seconded and the motion carried.

## VIII. Continuing Business

- i. **Services from HPLD:** Ms. Frank reported that member libraries presented a list of services at the last High Plains Library District meeting. The list details HPLD services member libraries are interested in obtaining. Ms. Frank noted that the Fort Lupton Library Board of Trustees were given a list of these services at the February Library Board of Trustees meeting.

The HPLD Interim Director will meet with member library directors on Friday, March 23 to prioritize and begin providing additional services. Any service that requires additional negotiations on an IGA will be tabled until the new HPLD director is installed in April.

Ms. McWilliams asked Mr. Hanes if the purpose of the meetings with HPLD before the new director is installed is to standardize services and IGAs for member libraries. Mr. Hanes verified that Ms. McWilliams is correct, and that currently FLP&SL does not have an IGA with HPLD. Mr. Hanes further verified that Fort Lupton City Council and Fort Lupton High School Board of Trustees will need to approve the new IGA before it takes effect. The FLP&SL Board of Trustees does not approve the new IGA.

Ms. McWilliams asked whether there is a deadline to complete the IGA, and whether a deadline can be set. Ms. McWilliams further stated that the Library has not had an IGA with HPLD in some time. Mr. Hanes reported that it would be best to try to set a deadline for the submission of an IGA between HPLD and FLP&SL, as the City's and High School's lawyers will need some time to review the legalities of the new IGA.

Ms. McWilliams asked if the approval of an IGA between HPLD and FLP&SL is contingent upon all district libraries' acceptance and approval of HPLD's IGA. Mr. Hanes reported that other member libraries' acceptance or rejection of HPLD's IGA has no bearing on FLP&SL's IGA with HPLD.

- ii. **New HPLD Director:** Ms. Frank reported that the new HPLD director is Dr. Matthew Hortt, the former City Librarian for the City of Santa Clarita Public Libraries in California. A discussion was held about whether Dr. Hortt will tour district libraries again and meet library board trustees. Ms. Frank does not know of any plans for Dr. Hortt to tour the district again, as he toured the district in February.

Ms. Powell-Ceretto asked if district libraries were planning meet and greets with the new director on their campuses and suggested that FLP&SL could hold a meet and greet, even if other libraries are not. Ms. Frank offered to get more information about a meet and greet with the new HPLD Director.

- iii. **Summer 2018 Construction:** Ms. Frank reported that representatives from HPLD IT and the school district's IT departments will meet on March 26, the first day of Spring Break, to determine networking needs at the middle school for the library's impending relocation over the summer. They will determine cabling and test servers, as well as the best way to provide phone service. Ms. Frank noted that the school district has been hesitant to provide phone service, but she is certain the school district is capable of providing phone service with no interruption to patron services or change of the library's phone number, and is confident that the school district will decide to provide phone service after the school principal approves it.

Ms. Frank reported that she met with representatives of HPLD's outreach department on March 14 to determine Bookmobile and additional library services for the summer. Ms. Frank will look at one of HPLD's decommissioned book trucks on March 19 for possible FLP&SL use over the summer. HPLD believes this method to be the easiest way to deliver a large collection of library materials in and out of the temporary middle school library location, as well as provide library visibility at the middle school with the truck parked outside. Ms. Frank will acquire approval from the school district to have the book truck parked in the middle school parking lot while the library building is under construction.

Ms. Frank reported that the library will conduct library events at other city locations outside of the middle school to ensure library service for the community while the library building is under construction.

A discussion was held about whether FLP&SL requires its own bookmobile and the costs and liabilities associated with owning a bookmobile. Ms. Frank reported that FLP&SL does not at this point need a bookmobile and that HPLD will begin routing their bookmobile to some of FLP&SL's underserved, rural areas, such as Aristocrat, in the near future.

Ms. Kirschenman inquired about the condition of HPLD's decommissioned book truck. Ms. Frank reported that the vehicle has been decommissioned due to needing repairs, not because of appearance issues.

Ms. Frank further reported that she has requested several repairs and updates be made to the library building during construction. She has asked Charles (Andrew) Moore, the school district's facilities manager, to: vacuum the ventilation system; remove the ADA non-compliant front door gates; replace carpet and ceiling tiles; secure the historic mural to the wall; fix the fireplace and faucet; and fix the plumbing so that the library will have hot water.

- iv. **Additional library building:** Ms. Frank reported that the Building Committee met on March 3 and discussed the previously-conducted Aspen Report. The committee believes the next step is to convene with the community. The committee discussed conducting a community survey that asks not what the library can do for the community, but what citizens want from their community.

Ms. Kirschenman is working on crafting a few attractive, eye-catching wall and table-top displays to house the surveys. Ms. Kath has provided Ms. Frank lists of local businesses and organizations that: would be amenable to sponsoring the survey; would not be amenable to sponsoring the survey; would sponsor a Spanish-language survey; and would sponsor both Spanish- and English-language surveys. Ms. Frank explained that the survey would be portable, removable, and would be housed at sponsoring businesses and locations on a rotating basis during the survey collection period. Ms. Frank reported that the library does not wish to over-burden community partners with library literature, as the library will also be asking community partners to display summer reading and library service relocation information.

Ms. Frank reported that the size of property needed for a new library building was discussed at the Building Committee. Based on her research, she believes three to five acres is sufficient for a new library building. She mentioned that Hudson uses two acres of their space. She will confirm with Todd Hodges about formulas to determine acreage and parking lot sizes. A discussion was held about how many parking spaces the current library building has and how many acres the parking lot is.

Ms. McWilliams asked about purchasing the land across from the current library building and whether the library will have to lease the land from the railroad company. Mr. Hanes reported that the land is leased by the land owner. He suggested investigating right-of-way boundaries on that property, as structures cannot be built on the right-of-way. Parking lots, however, are allowed on right-of-ways. Ms.

Frank reported that the library will receive more information about this and the costs of sewers and utilities on the property across the street from the City Planning Department. Roy Vestal from the City's Public Works Department estimates that sewer and utilities will cost between \$20,000 and \$25,000 but did not provide a cost on building sidewalks and entryway.

Ms. Frank received a rough estimate from Mr. Vestal for purchasing the other five-acre property owned by the City. To build on this property, the library would be responsible for the costs of road construction and extension. Mr. Vestal's rough estimate for road construction is \$100,000. Mr. Vestal conveyed to Ms. Frank that this property has a sewer line running down its center and would be difficult to build upon.

Mr. Victor asked whether it would be beneficial to have the sewer line for tapping purposes. Mr. Hanes responded that such close proximity to the sewer line may not be beneficial due to the material contained within. Mr. Hanes further stated that buildings may not be built upon the sewer line.

Ms. Frank reported that the Building Committee discussed the benefits and drawbacks of building on a smaller, 3-5 acre of land versus building on land as large as 12 acres.

Ms. Frank reported that the reasons for acquiring a smaller property are:

1. the mill levy will decline soon
2. the library may not have the funds to maintain a larger space
3. the library would be responsible for maintenance of such a large space
4. utilizing library funds for such a large space may not be advisable when the funds could be used elsewhere.

Ms. Frank reported that the library can legally build on a larger tract of land in order to build trails and sublet unused space, however, subletting could be quite complicated due to the library's tax-exempt status and tax dollars used to purchase the land.

Ms. McWilliams commented that trails may best be built by the City.

Mr. Hanes reported that the City wishes to rebuild City Hall with a possible City complex that would include the library. Discussion was held about whether the library needs an outdoor space and what functions the outdoor space would serve, such as an auditorium, garden or artistic features. Discussion was held about whether the current library space is sufficient for expansion if built up, and the ADA requirements of elevators.

The need for a qualified, library architect was reiterated.

Ms. Frank reported that representatives from the City, including Alyssa Knutson, Jake Freier, and Chris Cross, provided a map of properties within the City limits available for purchase. Copies of the maps were handed out and the following available properties discussed:

- 1) The small property near the cannery may not be the best, as demolition of existing properties would need to be factored into the cost.
- 2) The 12-acre property across from the current library building can be split into smaller tracts. This property would cost \$3.25 per square foot, or about \$141,700 per acre. Therefore, going from five acres to three acres would provide a significant savings to the library.
- 3) The property on Rollie behind Salud is owned by the City. It is five acres. The library would need to build roads and around the sewer going through the center.
- 4) The property on the other side of Rollie is owned privately and not for sale, however, the library may be able to approach the owners with an offer.
- 5) North of property #4 is 12 acres of land. Bob Lieno is attempting to acquire this land, however, he may be willing to divide the land and sell. He has not given Ms. Frank a cost. Currently, this land is available for \$3.07 per square foot.
- 6) North of property #5, near Twombly School, may not be for sale. This property needs a road, however, Mr. Hanes reported that a road connecting this property and the golf course is in the planning stages.
- 7) South of property #6 is 5-7 acres, but may not be for sale. This property is owned by the Radcliffes and features an historic house and barn. The City is also interested in acquiring this property for historic preservation purposes.
- 8) North of property #7 is available, however, a road would be required. Ms. Frank does not know how large this property is.
- 9) The property on 9<sup>th</sup> in the east is owned by a company that buys land in order to build government buildings upon it and lease the buildings to government entities. A discussion was held about whether this is a viable option for the library.

**IX. Development of next meeting agenda:** Ms. McWilliams reported that community surveys, summer construction, summer service locations, and bookmobile/book truck services will be discussed at the next Library Board Meeting.

Ms. Frank will have more information about acquiring an architect and owner's rep, as well as timelines for gathering RFPs and RFQs.

Ms. McWilliams reported that Board Training will take place on April 5 at 6:00. Board representatives from Hudson Library, Platteville Library, and High Plains Library District will join the Fort Lupton Public and School Library Board of Trustees for this two-hour training. There will not be another board training in Fort Lupton in the near future and none are scheduled elsewhere, however, future training would likely take place in Greeley.

Ms. McWilliams reported that the next Fort Lupton Public and School Library Board of Trustees meeting will be held on Thursday, April 19 at 6:30 PM.

**X. Adjourn:** Ms. McWilliams adjourned the meeting at 7:30 PM.

**Board Training: April 5<sup>th</sup> at 6:00**

**Next Meeting: April 19<sup>th</sup> at 6:30**

Respectfully Submitted,

Heather S. Kath