

Fort Lupton Public and School Library
Board Meeting Minutes
June 21, 2018

- I. **Call to Order** Chair Beth McWilliams called the meeting to order at 6:30 pm in the conference room at the library.
- II. **Roll Call** Victoria LeMay read the names of the board and present members were:
 - a. Beth McWilliams
 - b. Misty Kirschenmen
 - c. Victoria LeMay
 - d. Teri Kopfman

Sharon Powell-Ceretto was excused. William Victor was not present.

Also attending were Sarah Frank the Library Director, Matthew Adame the Re-8 Board of Education liaison, Claud Hanes from the city of Fort Lupton, and Mary Hoffman Edens taking notes.

- III. **Approval of Agenda:** Misty moved to approve the agenda and Teri seconded the motion and it passed.
- IV. **Approval of Minutes:** May 17, 2018 – Beth explained that the minutes were corrected but content had not changed. Teri moved that the amended minutes be approved, Misty seconded the motion and it passed unanimously.
- V. **Reports and Correspondence**
 - i. **City Report**--Claud Hanes gave the city report stating that they had a combination town hall meeting and budget retreat. Funding for SBDC and The Boys & Girls club additional funding was discussed. A couple of city positions were added; a part time position to assist IT and increasing a part time grounds maintenance position to full time. They approved the money for the carving of trees. Council approved contract amendments for SIMA who is doing the reservoir construction on CR 16 and the liner is coming along very well. The council also approved of pass through funding for the Colorado Mountain Rangers as they needed a fiscal agent for a grant. The Colorado Mountain Rangers train for law enforcement and the funds will be used for range costs and ammunition. There is a carnival in town that the city may hire for Trapper's day. The 4th of July fireworks display will be moving to golf course where there is a parcel that is not developed on the SW corner of College and 9th. The city reached out to AIMS college and they agreed to allow parking on their campus area. There are no new businesses coming into town. There is a grading permit for century homes up by AIMS and they are building a road from 9th Avenue. Sarah asked about the applicants for board position and Claud said that he will check with Mari.

ii. **Director's Report:** (written) Sarah said that there isn't a number from the people counter as the device is failing. HPLD will install a new counter while we are located in the Middle School. Sarah will be working with the High School's new principal in the fall to change the library's open hours. Sarah proposes that only High School students would be allowed in the library from 7:30 am to 9:00 am. She also wants to change the public hours from 9:00 am to 8:00 pm. The doors will be unlocked from 7:30 am to 9:00 am between the high school and the library allowing students freedom to use the library. Sarah will make sure to post new hours when they are set. Matt informed the board about a meeting on Monday June 25th at 6:00pm when the community can meet the principal candidates.

iii. **Committee Reports:**

1. Sunshine Fund (Ms. Kirschenman) No changes

VI. **Continuing Business:**

- i. Trust funds & ColoTrust update – There is no update available on the transfer of the \$4 million dollars as Sarah hasn't heard from the Secretary of State. She should have some information by the next meeting according to the specified time frame. There are three CDs that will come to maturity soon. One will mature on August 21st for \$10 thousand with no restrictions, another one on August 25th for \$8 thousand with no restrictions, and on September 12th a CD will reach maturity for \$2,778.12 designated for the art fund. A motion was requested to transfer the CDs to the ColoTrust accounts. Misty made the motion to move the CDs as they reach maturity, Victoria seconded, and the motion passed unanimously.
- ii. Summer 2018 Construction update – They are still planning to install the sprinkling system. Facilities will be removing the gate counter because it is not ADA compliant and then they will put down some new carpet tiles in the area. Facilities will have the fireplace fixed. The company installing the sprinkling system will have to take down all the tiles in the ceiling but says that they are required to replace them with the tiles they removed. Replacement of the stained and damaged tiles will happen after sprinkling system is complete and Weld RE8 has agreed to replace them. We have been preparing for move to middle school. High Plains has been very responsive and helpful. We have purchased a phone for \$500 dollars and it is installed with one line. Teri asked if one line was adequate but it is our only option. The services to our patrons at the middle school will include black & white and color printing available with no restrictions. There will be no fax service. We will have ten public computers and staff will have computers to check in and out items. Our collection is suppressed and will not be available for requests but we'll have part of our collection at the middle school and patrons can check them out. Holds can be placed on other library's materials and delivered here for our patrons. The

construction company has guaranteed that we will be back in the library by the 6th of August. Our numbers have had a noticeable decline likely do to the construction outside on the HS.

- iii. Policies update – Sarah finally received an answer from Kim Seter stating that the questions are more complex than he expected. He said he would have answers to her next week.
- iv. RFQ/P update – The RFQ/P was due at 2:00 pm last Monday. Two bids were submitted; Wember & NV5. Roy Vestel, Sarah Frank, and Beth McWilliams, the selection committee, will meet next week to make a selection. After they have made their choice, they will notify the board to hold a quick 10-minute meeting during the first week of July. Wember is a Colorado based company and NV5 is a national company. Wember has worked on a lot of libraries and we have heard companies refrain from bidding against them. The city requirement of two million in insurance may have also played a part in having only two companies bid.
- v. Capital Budget update – A Capital Budget committee was formed at the previous board meeting containing Beth, Sharon, and Sarah. Beth told the board about what the committee discussed concerning the budget for the rest of this year and the next year’s budget as requested by the city’s finance director, Leann Perino. Two potential owner’s reps contacted by Sarah and told her that the estimate for the total cost would be \$8.5 and \$9 Million. The original costs estimated were \$12 million which is higher than the owner’s reps figures but Sarah has been told to budget high and come in low. There are also a lot of unknowns at this point. Beth asked Claud about some other avenues to assist with the financial costs as we have half in our accounts. The costs for this year is \$914,000 which may vary depending on whether we start working with a construction company right away. Claud gave some background on the bidding process and asked if the proposed design costs included project management. We will have a better idea about costs as the project progresses.
The budget for under \$5,000 in 2018 will be used for a telescope wheeled box, a microscope, and tables that are easier to move. Veradesk desks will be bought for staff who primarily work at a desk. A reading area will be created with a colorful rug and a unique chair. Teri asked Matt questions about school district’s knowledge of the new building. Matt wasn’t sure and asked about control over the school library and the public library. Misty made a motion to approve the Capital Budget for 2018-2019. Teri seconded and the motion passed. Victoria asked about modifications to the budget and was told that it can be altered as more accurate numbers are realized. A discussion about possible locations followed.

VII. New Business: no new business

VIII. Development of next meeting agenda

- a. School District report
- b. Update on ColoTrust
- c. Summer construction
- d. Policies update
- e. Owner's rep update

IX. Adjourn: Beth adjourned the meeting at 7:14 pm. There will be a special meeting in the first week of July at the rec center.

Next Meeting: July 19 at 6:30 pm at the Rec Center

Respectfully submitted,
Mary Hoffman Edens