

Fort Lupton Public and School Library
Board Meeting Minutes
September 20, 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. **Board Member Update** Gerri Holton is replacing Jesse Campbell on the board. Misty resigned last week so now we are looking for another new board member. This is the appointment that the board assigns. There are advertisements and postings for the position and we already have a couple of people interested. The board will vote on the appointment next month.

- III. **Roll Call** In attendance were:
 - a. Beth McWilliams
 - b. Victoria LeMay
 - c. Gerri Holton
 - d. William Victor (arrived at 6:43 pm)
 - e. Teri Kopfman joined by phone

Sharon Powell-Ceretto was excused, she called to say that she was running late but was unable to arrive before the meeting ended.

Also attending were Sarah Frank the Library Director, Matthew Adame attended as the Re-8 Board of Education liaison along with Susan Browne from the Weld Re-8 school board, guest Janice Wilkin, Claud Hanes from the city of Fort Lupton, and Mary Hoffman Edens taking notes.

- IV. **Approval of Agenda:** Victoria moved that the agenda be approved as presented and Gerri seconded the motion that passed unanimously.

- V. **Approval of Minutes:** July 19, 2018 Victoria moved that the minutes be approved, and Gerri seconded, and the motion passed.

- VI. **Public Comments** No comments were made.

- VII. **Reports and Correspondence**
 - i. **City Report** The Fort Lupton chief of police acquired four vehicles. Current vehicles had issues concerning air quality. He worked out a deal with Commerce City on four vehicles with 75 to 80 thousand miles and already well equipped. At last Monday's meeting council approved funding to update the equipment in the vehicles. Bob Leino contacted Claud and said that he closed on the property across from Safeway that will now be called Vincent Village. There are a lot of possibilities, but no plan has been submitted. Mr. Leino is talking to several motel

chains along with Dales Pharmacy and considering apartments or eateries. Nothing is definite at this point. It may take 90 to 120 days to get things done and he has talked to several businesses.

- ii. **Weld Re-8 Report** School has started with a few construction hiccups. Hopefully everything will be back on track by November for all buildings. There are many other school districts facing similar issues. Beth asked about the school district's plan to pave the parking lot in front of library that was part of the construction plan. Susan said that they have a construction update on Monday and she will email Sarah with the information.
- iii. **Director's Report:** (written) 126 people came to the library specifically to see the quilts during Trapper Days and some people that attended didn't sign the visitor's book, so the number is actually larger. That is the greatest amount of people since 2006. There were 104 quilts hung out of the 126 that were brought in. Beth and the board expressed their gratitude to Janice Wilken for helping with the refreshments at the reception. She said that she and Sharon will do it again next year. Tuesday there was a focus group from HPLD hosted at FLPSL and only one adult and one teen patron attended. Sarah said that they will be conducting a survey via electronic media on the website and make a paper survey available. The survey will be available at Fort Lupton and other member libraries and branches. Sarah was able to contact the Secretary of State office and finally got through to a supervisor who stated that they looked for but didn't find any documents filed that registered the library. They said that we should be registered in Weld county. No questions were asked about Sarah's report.
- iv. **Committee Reports:**
 - 1. **Sunshine fund** Misty oversaw this fund and has resigned so Gerri volunteered to take charge of these moneys collected from board members for miscellaneous expenses.

VIII. Continuing Business:

- i. **Summer 2018 Construction update** Most of the construction is done around here except for the parking lot and server room that has tiles out and wires hanging from the ceiling. Facilities are still going to take out the gates at the entrance and do some other things including replacing damaged ceiling tiles, and perhaps fixing the fireplace. The outside doors will be electronically programmed by the High School. The library hours of operation were given to the project manager. The doors were to be on the schedule, but we are still sandbagging the door when we open in the morning. Gerri asked about security of the doors and there was a discussion about safety. HPLD couldn't install the people counter during the summer construction. HPLD will install a counter that counts heads as they go through the entrance to the library. IT will work with Weld Re-8 for wiring. We hope it will be done in the next month. We have not had hot water since construction started a year and a half ago.

- ii. **Owner's Representative update** The city council approved the contract for the owner's rep. Sarah has a meeting with Roy Vestal (from the city) and Wember on Tuesday to start the project plan.
- iii. **Attorney update** Sarah talked to several districts, schools, and libraries to research attorneys. Two were recommended; Lyons Gaddis, or Collins, Cockrell and Cole. She interviewed both companies and found that most experience with schools was Lyons Gaddis and we have a lot of our questions that have to do with school library law. They work with 5-6 libraries and seem to recognize our needs, problems, and concerns. Sarah suggested hiring Lyons Gaddis. Beth said we need to vote for an attorney and added that Andy Asmus will act as a supervisor to the next attorney. Gerri asked if the IGA makes the library a city department. Claud told how the state has determined that the library is a city department due to the city's handling the library's finances and as being recognized as a city department by the state auditor. Library contracts and budget are approved by the city council. The IGA between city and school has been approved but it is unsure if the IGA between HPLD is signed or not. Sarah will send the last signed IGA to everyone. Beth said that Sarah recommended Lyons Gaddis as the attorney for the library. She continued that they will help us create some new policies that will encompass both of what we need to do for the school district and for the public as they don't always match. The firm will help us to get those issues to mesh and what we need to do to comply with both types of library law. Gerri moved that they hire the firm that Sarah suggested which is Lyons Gaddis and Teri seconded that motion. The motion passed unanimously.

IX. New Business:

- i. **Budget** Sarah sent out the worksheet to the board members in an email. The only real changes she made is that she entered in what the estimate is from High Plains that we will get through our mil levy for 2019. That amount is \$2,736,285.25 which is about a million more than last year which will help when building. Main changes are in general supplies that was dropped down \$5,000. The reference book amount went down \$6,000 because we really aren't buying many reference books, most people are using ebooks or databases. Under adult books we are dropping it down \$5,000 because we didn't think we needed that amount. Contractual Services increase \$2,500 because we may have additional contracts partially with the new website and leaving some room if we have some building issues. We increased legal fees \$2,000 just in case we have not been able to get our questions answered and we may have a lot more issues next year while we redo our policies. Marketing and Promotions increased \$1,000. Repairs to the facility was dropped down \$1,000. Meeting and Travel was increased because Sarah would like to see staff go to more conferences. Outreach programing was increased \$5,000 because outreach is becoming more important to make people more aware of the library and by meeting them where they are at. Adult programing went down \$1,000. Summer Reading Program increased \$3,000, this year we spent a lot more as we gave books at the beginning of Summer and collaborated with teachers so that when school started they could conduct book discussions. So, we went down about \$19,000 and added \$14,000 with a net of \$5,000 less. Beth said that we need to approve this budget for 2019 so that we can bring to the city for budget hearings in October. Bill expressed his concern that items usually go up, so the budget should be held at a pretty steady budget because as the years go on they may want to limit our increases in the future. He understands

the saving for the building but feels it will make it harder to increase the budget for future amounts. He asked if the city approves the budget in the future. Beth said they will only approve it after the library board approves it so basically, it's up to our board to make sure the budget is accurate. She understood that he was concerned but that the budgets are actually regulated by the board. Claud told how the library has its own revenue source. The amount we get from our share of the mil levy determines the library's budget. Beth said that the budget needs to accurately reflect what we spend, and Claud concurred. Geri added that perhaps Bill was concerned that if we don't use it we will lose it but that is not the case. Victoria asked about the 2019 budget amount and if the \$2,736,285.25 that was for Fort Lupton P&S Library or for HPLD. Beth and Sarah told her that amount is for Fort Lupton Public & School Library. Bill motioned to approve the budget, Victoria seconded, and the motion passed unanimously.

X. **Development of next meeting agenda** Victoria asked about an update on the location of the public building and Beth told her that the update along with other matters would be provided by the owner's rep. Beth asked if board wants to meet the Wember and the board was interested in meeting them in the future. The owner's rep update, construction update, and applicant for board all need to be on the next agenda. Beth explained to Matt how the board was complied. Beth asked if the attorney would have information available by the next meeting and Sarah was not sure.

XI. **Adjourn** Beth adjourned the meeting at 7:09.

Next Meeting: October 18, 2018 at 6:30 in the library conference room.

Respectfully submitted,
Mary Hoffman Edens