

Fort Lupton Public and School Library
Board Meeting Minutes
November 15, 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. Introduction to new board member – Melias Inge was introduced.
- III. **Roll Call** Ms. Lemay called roll, in attendance were;
 - i. Beth McWilliams
 - ii. Teri Kopfman
 - iii. Sharon Powell-Ceretto
 - iv. William Victor
 - v. Victoria LeMay
 - vi. Gerri Holton
 - vii. Melia Inge

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

- IV. **Approval of Agenda:** - Teri moved that the agenda be approved, Gerri seconded the motion, and the motion passed.
- V. **Approval of Minutes:** Two spelling errors on page 3 were corrected and Gerri would email Mary the quote from Ken’s email. Bill moved that the amended minutes for October 18, 2018 be approved, Teri seconded the motion, and the motion to approve the minutes passed
- VI. **Public Comments** - No public comments
- VII. **Reports**
 - i. City Report – The first sculpture in the cemetery is finished. It is a soldier with an eagle and flag. Three total sculptures are planned. The Second one is in progress. The water sewer line to historic parkway is in the works. The Jump In Street Scape project is in progress. The consultant had a lot of ideas. Victoria asked about paving cemetery road. Claud said it is scheduled for the spring of 2019.
 - ii. Weld Re-8 Report – Mark Holbrook for District D. was just appointed. Matt gave an update as to who was currently on the Re8 School Board. Carol McDermott (Treasurer), Ryan Williams (Vice President), Susan Brown (President), Kehle Griego, Michelle Bettger, and Matthew Adame. Carol is term limited so her area will be open next year. Matthew, Susan and Ryan’s

seats are all up for election next year. Sharon asked about the publicity position and Matt said that it was still open.

iii. Director's Report written

iv. Committee Reports

1. Sunshine Fund (Ms. Holton) unchanged

VIII. Continuing Business:

- i. Summer 2018 Construction Update - something happened when Haselden was working on the doors that affected the automatic door opener. There was also a problem with the heat. They had been waiting for a part which has not been installed. There have been several key issues. Most important is that the conference room, which is supposed to be out lockdown area, cannot be controlled by staff because staff does not have the correct keys. Conference room doors have issues. Lights in parking lot must be fixed. Sarah has contacted facilities about the lights several times. Sharon talked about how dangerous it is and asked Matthew to address it.
- ii. Owners Representative update -Dan Spysktra was introduced. He is with Wember Inc our owner's rep. Dan handed out a schedule outline. And explained that the timeline was pushed out at our request to 2021. Currently, he is working on information gathering from Sarah. There are several parcels of land that they are looking at. Beth asked if they bring a few sites to the board. Ideas were talked about building downtown. Beth asked what programming was. Programming in the schedule refers to spaces such as children's, offices, etc. Sarah explained the extension due to funding the project. Bill asked when the site selection would be done. Bill was concerned the costs would go up. Dan indicated we needed to know how big the library will need to be prior to finding the site. The costs were discussed. Per Dan construction inflation was 4-6% and is now 8-10%. The board indicated they would like monthly updates from Sarah and for Dan to come quarterly. Melia asked about asking the public for input. Beth and Sarah told her that we had done a survey about a year ago. Victoria asked about loans. Loans are not possible without the liability for loan being on the city or High Plains. Gerri thought we had our own tax ID number. Claud had talked to auditors who had said the library had to be under the city. He said that governing board is given by city and school district. Beth asked if there were any more questions for Dan and asked him to come back in January.
- iii. Attorney update - Andy Asmus signed the contract with Lyons Gaddis and Sarah sent the 1st round of questions to them.
- iv. Mr. Victor's Term – Bill has decided to continue as a library board turstee for another term. Beth asked Matt to put the re-appointment on the next school board agenda.

IX. New Business:

- i. Gerri asked about the IGA. Sarah will ask Matt Hortt with HPLD about it. Both a three-way and a two-way IGA are needed. Beth asked for an update and Matt Adame said that he will have it next month. The three-way is with HPLD. HPLD wants a boiler plate IGA for all member libraries.
- ii. Beth asked if Gerri could work with Sarah about the TIN changes in the past years and contact Leann who may have the information in a spreadsheet. Matt will check with Re8 Business Manager, Jessica Holbrook.
- iii. Sharon asked about the bed bug issue. Sarah explained about the precautionary measures the library is taking including a bug sniffing dog and fumigation.

**X. Development of next meeting agenda December 20, 2018 at 6:30 pm.
IGA, Owners rep, Construction 2018, TAX ID#, and attorney update**

XI. Adjourn: Beth adjourned the meeting at 7:10 pm

Next Meeting: December 20

Respectfully submitted,
Mary Hoffman Edens