

FORT LUPTON PUBLIC AND SCHOOL LIBRARY

Board of Trustees Meeting

Thursday, June 20, 2019

Minutes

I. Call to Order

Ms. McWilliams called the meeting to order at 7:03 pm.

II. Roll Call

Trustees present: Teri Kopfman, Gerri Holton, Lia Inge, Bill Victor, Sharon Ceretto, and Beth McWilliams. Mary Flos was excused.

The June 20, 2019 meeting therefore had a quorum. Also, in attendance were Matt Adame, Re-8 Board of Education liaison; Sarah Frank, Fort Lupton Public and School Library Director; and Mary Edens, Fort Lupton Public and School Library personnel taking minutes.

III. Approval of Agenda--The agenda was amended so that the first item under new business, the annual budget, is removed. The board will need to add in the reconsideration of library materials as the second item after budget-building. Lia motioned to accept the amended agenda. Teri seconded the motion. The motion passed unanimously.

IV. Approval of Minutes--On the May 16, 2019 minutes, Teri mentioned that the word LEAD needs to be spelled LEED. Gerri moved to approve the amended minutes and Lia seconded the motion. The motion to approve the minutes passed unanimously.

V. Public Comments

There were no public comments.

VI. Reports

- i. **City Report.** No one from the city attended the meeting.
- ii. **Weld Re-8 Report** Matt told the group that summer construction will be starting Sunday on the parking lots, but he's not sure when the library would be done. Weld Re-8 is still looking for a District A representative who would have to run again in November. Sharon asked Matt about the handicapped electric door and expressed her concern that it was still not working. Beth told her that she may have missed the conversation about the door and that also the paging system which needs to be fixed by the time school starts. Sharon told Matt that he may want to tell Mr. Kaylor that there is a senior group of women who have decided to take this issue to the state. She continued that it has gone on for too long and disabled people don't have access readily into our library, and if it's not taken care of and the state comes in we will not be in compliance. It would be to advantage for everyone to have it fixed.
- iii. **Director's Report** (written) On Thursday, July 26th, the library will be closed to clean carpets. The school district has new equipment to clean so it will not take as long for the carpet to dry. The staff must work the Saturday before, use vacation, or take it without pay. School is changing their hours, so we will be changing the library operation hours as well.

The library will open at 7:00 am and closing at 7:00 pm which allows the students have a half hour before school which is standard in most high school libraries. There are very few patrons between 7:00 pm and 8:00 pm, averaging about .5 a person a day. Andrew with facilities at the school district is looking at changing the window signs above the outside doors. If that can't be done, we can do some other signage on the side of the doors.

On the land update, the engineer just finished his report today and gave to Sarah this afternoon. His recommendation is that we move forward with our chosen piece of land. Sarah will send the report to everyone if they'd like. There is a cost estimate on the last page and summary that she will talk about. The site is located at Rollie Street and Collector Road which is behind Safeway. Sarah read from the report;

"The site generally meets all requirement set by Library board and City. No Critical defects of shortcomings have been discovered with the Site. The Site has many advantages associated with being located within a master planned community and Metro district. The PUD and platting documents are still under review by Governing Agencies. Construction plans for master planned community infrastructure (roads, utilities and drainage facilities) are not approved and construction schedules not currently set. The anticipated construction schedule of the library may not match the master planned community approvals and construction schedules. It is recommended that Fort Lupton Library Board secure written contract commitment form landowner/developer to ensure that assumptions above are followed through on. It is recommended that Fort Lupton Library Board evaluate a backup site if written agreement cannot be secured."

Sarah said that our attorney also mentioned that when we do a letter of intent on the land, we must specify the Metro District and that we are not going to be taxed or roll costs into the cost. They are not going to try to roll those costs in to the cost. Beth asked if our attorney is going to do the letter of intent or the city and Sarah said that it would be the city because they sign the contract. So, the next step for Sarah is to contact the city attorney, Andy Asmus, and also the realtor and let the two of them work on it. Beth asked to have the engineer document forwarded to her and the rest of the board. Sarah handed out copies and will send everyone the email. Teri asked if our realtor feels confident with her discussion with the land owner and things are going well to which Sarah answered yes.

iv. **Committee Reports**

1. Sunshine Fund (Ms. Holton) No change \$21.60 balance

VII. Continuing Business

- i. 2018 Summer Construction Update-The School District told Sarah yesterday, Wednesday June 19th, that the parking lot will be milled on Sunday and they said that people will still be able to park there until they start resurfacing. They are going to try to pour new concrete right behind the back entrance where the ramp is because it's rough.

Once that is done, they will probably work on the cement on the front, so we will have to use the back entrance as our main entrance. They are looking at

hopefully to change out the mechanism on the door because now we can't unlock it. We will have to have someone stay at the door to let people in. Gerri added that is not good use of staff. Beth asked for the time frame for this project and Sarah told her that she was told 4 weeks of actual working time. Beth asked if that is the whole time of our Summer Reading Program and Sarah said that they are not sure if they will be resurfacing immediately after they tear it up. There are multiple parking lot projects and they are tearing up the top layer on all areas and haven't given Sarah a timeline on when they will be back to resurface.

Teri asked if the milled surface will be drivable and walkable for physically challenged. Teri went on to ask about parking in the new parking lot to the north if they could walk to the entrance. Sarah said they could, but the sidewalk is very rough and would be very difficult for anyone who had mobility issues. Lia questioned the ramp and the steepness and has noticed during her walks that it looks very steep. Sarah confirmed that the slope is a concern. Sharon asked about the number of patrons this would affect. Sarah said that there are one or two people with mobility issues that come in almost every day and a whole group that comes in every week. Sharon asked if we could investigate other type of ramp. Lia was concerned about the expenses paid by the library for the school's project and who should pay for an improved ramp. Beth told her that the library pays for expenses during the summer and that the library will probably be financially responsible for projects during the summer. The group agreed that the board will have to study it. Sharon thought the school district may do some of the building or have some ramps in the district and that previously there were some portable ramps in the bus barn. Matt said that he was unaware of any ramps being stored and that the ramps for the portable buildings went with the buildings to other locations.

Sharon asked about a temporary solution. Gerri asked if it was possible that patrons could come through the school. Sarah said it was possible that they could open the other entrance behind this hallway but that there are safety issues because of other hallways coming off of that hallway. There is other construction going on and there is a possibility that kids could end up in other areas.

The handicapped door access is not working.

The School District's Superintendent, Alan Kaylor, told Sarah that they are not sure that the paging system is necessary because we are a city entity. This is real a concern because we don't hear about lockouts and lock downs. Beth asked Matt to ask Mr. Kaylor about this issue next week and email Sarah with a response. Lia asked about students being in the library when school is in session and was told that there are students in the library throughout the day. Beth apologized to Matt for getting beaten up all the time but that is very frustrating.

- ii. **Designer/Architect-approval**--Teri reported that the committee selected Barker Rinker Seacat whom are based out of Denver. They have a strong team that are very organized, and they presented a real cohesive company situation. It was very challenging process through the presentations for the group to decide, but it was great to have the owner's rep. present. Both partners were here and they really led them through questions and discussions to really identify the pros and

cons for each one. Roy Vestal, from public works, was very helpful to with is abilities and knowledge of his lengthy career.

Teri moved to accept the recommendation of the committee to hire Barker Rinker Seacat as the designer/architect. Gerri seconded the motion. The motion passed unanimously.

VIII. New Business

i. Budget – Building--Lia gave the report for the budget building committee. She said that the document shared was prepared by Wember and it is minus the furniture and fixtures for the next year. Lia continued to say that if you look at the latest balance sheet, we are short there, but we know we need to keep reserves of \$1.5 to \$2 million, hopefully closer to \$2 million if we can. She continued that there's a lot of things going on, we are moving parts with the budget, and we're not sure about future of oil and gas money and we want to make sure we have the reserves.

Our options are taking out a loan or purchasing land and doing the design work without breaking ground. We know there is a %5 to %8 increase in construction cost thanks to Dan from Wember. Beth mentioned that the library board is not voting on whether to do a loan or waiting today but voting on the budget that the library board is presenting to city council. They will ask questions where we are going to get the funds, but the library board is not voting on it today. Beth thought that the board could present this budget to the city who will ask where the library will get the resources. The board could tell them that there are a couple of options that the library board is considering. Lia asked for questions on the budget as a whole. Gerri said she isn't familiar with the building process and asked what some of the items meant and such as the escalation to midpoint for construction means. Sharon told her that it is for possible increases. Permits and fees lines are blank but show the totals because they are unknown.

Sarah talked about the evaluation of the site and that assuming we are getting it for \$130,644 per acre with the various items that we must do to the land, the total estimate of the land part of the project is \$426,288. So, it's in our budget amounts. Gerri asked about the owner's rep amount to Wember and if it will be reimbursed by HPLD. Sarah said most of the fee is being reimbursed by HPLD, the \$225,000. Gerri asked about the owner's contingency which Sarah explained that it is 10% of the budget that they estimate of possible things that might go up or might be needed as and Lia added that it is a standard construction cost. On the budget there will be two-line items; capital and services. The library board needs all the information, but the city wants to have only two lines.

Lia made the motion that the budget be approved, and Gerri seconded the motion. The motion was unanimously approved. Gerri asked about the sq. footage and if it will affect the budget. Sarah stated that the budget is for 16,000 sq. ft. but it can be adjusted.

ii. Reconsideration of materials – A patron checked out a music CD called *Okay I'm Sick*, it's alternative music and has a parental advisory sticker on it. The patron filled out the form stating that there is nasty language, nothing good about the material, and not good for children as it makes them think bad things. They had listened to the entire material. Sarah said staff picked the item because they had seen a Forbes's

article that said it helped with depression. Sarah had given the board a summary of the words, she said that 2 songs play on consistently on our local radio stations and won best new alternative artist on IHeart music awards this year, the video has 12 million views after being around for 10 months, ranked #2 on Billboard mainstream rock song category, number one hit on Billboard mainstream rock songs, it has only been in our collection for 6 weeks and has been checked out 5 times.

Teri asked about the age of the person and was told that they are adult. There is a parental advisory sticker on the cover. Lia asked if the person had gotten it for children and Sarah said it was for personal use, not shared with children. Bill thought that if we take this out we would have a lot of the music that would also have to go. Lia asked if a child would be allowed to check it out and Sarah answered that it is up to the parent to monitor what children are checking out. Teri commented that if a book had similar content, it would be in the adult section, but anyone could check it out and Sarah answered yes.

Bill made the motion that this material is left in the collection and Lia seconded the motion. Gerri asked about the challenge process and if the board will have to notify the person. Sarah confirmed that communication will happen within 21 days of the request. The motion carried unanimously, and Sarah will write a letter.

iii. Policies

- a. Budget Policy – The proposed change was written by the attorney. Teri moved to approve the policy change for budget. Lia seconded the motion and it passed unanimously.
- b. Behavior Policy--This was discussed at work session and Beth asked if there was any other discussion regarding this policy update. Gerri moved to approve this policy update. Teri seconded the motion. The motion passed unanimously.

Beth asked if the board wanted to amend the agenda for the items that were not discussed in the work session. Teri moved to amend the agenda, Sharon seconded that motion. It carried unanimously.

iv. SRP--Sarah said there were 231 children registered and that the teens were registered at the schools when we gave them books for summer reading to assist with preventing the “summer slide”. There were 1,135 kids at the Middle School and the High School, plus another 55 teens registered that are not part of those two schools. There are 92 adults signed up for SRP which brings the total to 1,513 people who are participating in this year’s summer reading program.

When asked about the previous years, Sarah said that last year the total was 1388, in 2017 the total was 265, in 2016 there were 329. This increase in the last two years is because of the books we are giving away books as an experiment to see if it helps the students. Sharon asked if we are still accepting donations for the SRP. Sarah said that we are and that we’ve received a couple for this year. We solicited businesses for donations 3-4 years ago. Sharon thought that they could use donated funds for tee shirts and books.

v. Quilt show reception Sharon reported that Forlurado may help with punch. Someone donated brownies last year that went over really well. People love the punch. Teri asked

about Forlurado getting and making the punch but not serving it at the reception. Sharon said that the volunteers could serve.

Sharon reported that last year 329 signed the guest book but not everyone who attended signed. The city will hopefully be providing transportation again, that really helped the attendance. The Foxy Quilters will not do the documenting this year. Sarah said they would have needed to know well in advance and notified her not to put it in our advertising.

vi. Adult Programs The board talked about adult program attendance numbers in the past and the present and discussed what had gone up or down on a spreadsheet. The spreadsheet pertains to this year and last year. Sharon suggested to document the past three years which would be 2017, 2018, and 2019. Sharon added that she would also like to see 2016. Sharon also said people hated the tea this year and that teas are more than tea and cake. Lia said for years it was billed as a mother daughter tea, but she chose not to come because of the presenter. Sharon said that when they first started the tea, people brought in food and that people want it to return to the way it was. Sharon continued to say that families would come in four or five generations. Sarah said that catering was over a thousand dollars and that didn't include the performer. Sarah also said that you can't do a pot luck if there are kids attending per Weld Health Department.

Beth said that the board does not decide programs but asked the members if they want to give opinions to Sarah on whether to go back to the original concept. Beth expressed her concern about the expenses and the cost of programs in lue of the tightening the budget dollars. Teri said that she has been unable to attend and asked what happens at the tea. She was told the last one we had tea and cakes. Lia said the traditional tea does include sandwiches. Bill thought that this is pretty generational and with the new regulations and everything catered wouldn't be what Sharon wanted anyway. The catering class will not work on Saturdays anymore. It was mentioned that finger sandwiches could be made the night before.

Gerri said that she loves that we offer programs but with attendance do we want to offer different things if there is not more than so many people in the class. Typically, the craft numbers are limited to 10-15 people. Sarah said that some instructors charge a flat fee, but some charge per person with a minimum amount. Adults sign up and usually there is a waiting list. Sharon said the card classes have dwindled so why should we have two classes a month. Sarah said they will be looking at the numbers to decide future programing. Lia thought that Summer is busy for people and the programs may not have the attendance because everyone is so busy. Beth talked about cancelling classes if the numbers aren't there. The book club expense is for books that go into the collection. Bill asked about the random library closures and what happens when a class is scheduled. Sarah said that sometimes they have been cancelled or rescheduled. Beth said that the programs offered by library is not a board decision, it is up to the director and librarians.

Gerri appreciates the programs that are offered and thinks that this is what we should highlight as a role of the library in our community. Sharon said the students highlight what's been done in the classes by creating displays and Gerri suggested making a presentation of cards that are made at card class. Sharon said that some instructors displayed the things that will be make and when people see things they are helpful and good PR for library. Sharon continued that she listens to people talk about the how the

library is wonderful, and she has read positive posts on Facebook by local people. These comments are not the library itself, but word of mouth is the best publicity we've got. Gerri said someone from Windsor talked about the wonderful programs that are pulling from surrounding areas. Beth said that she wants to make sure that our programs are diverse enough because all people are not into the crafting programs, including herself, but the star gazing events were great and brought in a lot of people. She wants to include all types of programs, a variety to attract everyone in that community.

Gerri asked about Maker Spaces and Teri spoke about the science, literature, or art projects for the public. Lia said that they are to make projects but not really crafts. Gerri was on line at ALA to find something for Boys & Girls Club and found a lot about maker spaces. They can be science, videos, or music. Sarah said some of the larger libraries have a sound stage. Sharon said that the school district set up different things this year so there were no problems on campus with sharing everything. Instruction this year is much better than previously.

Sharon asked how much is actually spent on the North Metro group and was told that it is on the Outreach spread sheet. Sharon said people were concerned that they are not in our district and taking money from local people.

IX. Development of next meeting agenda 2016-19 years program spreadsheet, the 2018 construction update, annual budget, policies, IGA might be on the work session because there is nothing to approve, adult programs also on work session.

X. Adjourn Beth adjourned the meeting at 8:18

Next Meeting: July 18, 2019 at 7:00 pm in the library conference room.