

FORT LUPTON PUBLIC AND SCHOOL LIBRARY  
LIBRARY BOARD AGENDA  
**Regular Session Minutes**  
**Thursday, December 19, 2019 7:00 PM**

425 S. Denver Ave, Fort Lupton, CO 80621

**I. Call to Order**

Ms. Holton called the meeting to order at 7:07pm.

**II. Roll Call**

Sharon Ceretto, Mary Flos, Chantel Hays, Lia Inge, Gerri Holton, and Teri Kopfman were present. Bill Victor was excused. The December 19, 2019 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**

Lia Inge made a motion to approve the agenda, Chantel Hays seconded the motion. The motion passed unanimously.

**IV. Approval of Minutes**

Lia Inge moved to approve the November 21, 2019 minutes, Sharon Ceretto seconded the motion. The motion passed unanimously.

**V. Public Comments**

There were no public comments.

**VI. Reports -**

**i. City Report**--No one from the city was present to give a report.

**ii. Weld Re-8 Report**--Matt Adame gave the school district report.

Matt Adame said that at the November library board meeting, the board asked to talk at the January school board meeting. Matt Adame asked if the library board still wants to present at the January 13<sup>th</sup> meeting workshop at the administration building. Gerri Holton asked about the allotted time at the workshop and Matt Adame said he will check about a time limit and email Sarah Frank who can forward the information to everybody. Matt Adame asked if the library board still wants to present at the meeting on the 13<sup>th</sup> with the meeting a few days later. Matt Adame said that he thought that at least a few school board members will attend the library board meeting on the 16<sup>th</sup>. Gerri Holton has a conflict on the 13<sup>th</sup>. Gerri Holton said that she thought that the school district will want input on what the IGA is going to look like. Gerri Holton said that she knows that Sarah Frank talked with High Plains

Library District for our strategic plan that will have to include what is going on with the schools and the district's strategic plan, and with the city to try to really make this a joint library to meet the needs of the school district and city. Gerri Holton looked up web site for FLPSL and looked at data bases that are listed and wondered if the school district could share thoughts about databases for students or if there's anything else they are lacking. Matt Adame asked the board if they would want to present at the workshop or the regular meeting on January 16<sup>th</sup> and Sarah Frank and Gerri Holton told him the January 16<sup>th</sup> meeting because Sarah and Teri already presented the at the school board December meeting. Teri Kopfman expressed that it would be good to have examples for IGAs for possibilities and ideas. Matt Adame will check on the school district's strategic plan. Gerri Holton asked Matt Adame about the documents that would be helpful before we meet. Matt Adame asked if he should forward the current IGA or the previous one. Matt Adame was asked to send the current Re-8 copy of the IGA as we have the previous documents.

**iii. Director's Report** (written) Sarah Frank said that the only thing to follow up on is Teri Kopfman's term is up and she sent the application and a letter of support but it has not been approved yet. Sarah Frank is not sure what the holdup is, but this is on the docket for 7<sup>th</sup> of January. Sarah Frank is still waiting for Teri Kopfman's approval. Sarah Frank invited the board to the Fort Lupton Chamber of Commerce annual dinner on January 24 at 5:30-9 pm. Sarah Frank needs to let the chamber know in advance by the first week of January. It is a Hawaiian theme at rec center in the banquet room. They have recognitions, programs, baskets, vendors, and a good meal. Sarah Frank said that the library does a basket for this event. Teri Kopfman said it is nice and that the dinner starts at 6:15 pm.

**iv. Committee Reports**

**1. Sunshine Fund** (Ms. Holton) \$27.38 Gerri asked if we have an end of year financials from the city. Sarah Frank said that it usually comes out in February.

**VII. Continuing Business**

**i. IGA HPLD 2<sup>nd</sup> Draft**— There was nothing more about this topic.  
**ii. IGA Re8 and city**—Gerri Holton asked if there was anyone else who had a comment.

Sarah Frank asked about the #5 comments and about the contracts that needs removing. Gerri Holton asked about setting up a committee to structure the IGA meeting. Gerri Holton said that the school or city might want certain documents and asked if anyone thought that would be good if someone from HP came to the meeting. Gerri Holton asked if there was anything else anybody thought should be included on planning. Volunteers for the IGA meeting plan are Teri

Kopfman, Gerri Holton, and Sarah Frank. They will set up a time to meet after Christmas.

### **VIII. New Business**

- i. Re-appointment of Melia Inge to the library board** Mary Flos made a motion to re-appoint Lia Inge to the library board. Teri Kopfman seconded that motion and it passed unanimously. Lia Inge was approved for her second term.
- ii. Officer committee** This committee contacts board members about being an officer then proposes the names of officers to the board in January. Mary Flos and Sharon Ceretto volunteered for this committee and will advise the board in January.
- iii. Collection Development Policy**—Lia Inge made a motion to approve the collection development policy and Mary Flos seconded that motion. The motion passed unanimously.

### **IX. Development of next meeting agenda**

- New policy dated
- Strategic Plan/Long Range Plan
- Officers

There was a discussion about inviting school and city for January 16<sup>th</sup> workshop at 6:00 pm and post that the meeting will start at 7:00 pm. The city wants an agenda prior to the meeting and Sarah Frank will supply that agenda to them. Should there be food?

Gerri Holton asked about year end financials and Sarah Frank indicated that we would probably have them for the February meeting. Gerri Holton asked for a master document showing when Bylaws and Policies had been approved.

**X. Adjourn** Sharon Ceretto moved that the meeting be adjourned. Mary Flos seconded the motion. The motion passed unanimously, and the meeting was adjourned at 7:34 pm.

**Next Meeting: January 16, 2020 at 7:00 pm in the library conference room.**

Respectfully submitted by Mary Hoffman Edens