

FORT LUPTON PUBLIC AND SCHOOL LIBRARY

Minutes

Thursday, February 20, 2020 7:00 PM

I. Call to Order Ms. Holton called the meeting to order at 7:05 pm

II. Roll Call Teri Kopfman, Mary Uhl, Lia Inge, Gerri Holton, and William Victor were present and Sharon Ceretto participated via phone. Chantel Hayes was excused.

Also, in attendance was Matt Adame from the Weld Re-8 school district, the Library Director, Sarah Frank, and Mary Edens the FLP&SL administrative assistant taking minutes.

III. Approval of Agenda Lia Inge made a motion to approve the agenda and Teri Kopfman seconded that motion. The motion passed unanimously.

IV. Approval of Minutes

Teri Kopfman mentioned that the wording in the later part of the document about the roof being ready for future solar installation on the new building needed to be corrected. Sharon Ceretto moved to approve the amended January 16, 2020 minutes and Bill Victor seconded that motion. The motion passed unanimously.

V. Public Comments No public attended therefore there was no public comment.

VI. Reports -

- i. City Report No one attended from the city so there was no report.
- ii. Weld Re-8 Report Matt Adame had no report to share.
- iii. Director's Report (written) There were no questions or comments about the director's report.

Teri Kopfman added that the library hosted the Chamber of Commerce luncheon and commented that Resa Mai did a great job informing the group about the function of the library.

iv. Committee Reports

1. Sunshine Fund (Ms. Holton) Balance remains the same. \$29.60

VII. Continuing Business

- i. IGA Committee Report--The discussion took place at the work session. Gerri Holton reported that she is going to meet with the city attorney and administrator on the 24th of February.
- ii. Joint Meeting Debrief--Gerri Holton said that the establishing body oversees reporting and we report to them. This includes the budget and the strategic plan. There are policy-based governance performance criteria which the city had on one of their budgets but hasn't been included in their last budgets. Gerri Holton added about checking with the CDE about a report for a teacher librarian and Sarah Frank said that would not pertain to us. Gerri Holton added that if any changes were made to the bylaws the city and the school would need to be notified. Gerri Holton said the board pays for the insurance for the board and Sarah Frank stated that the library pays for the board insurance.

The audit for the trust funds was discussed in the work session and it was suggested that the board could authorize an independent audit but as the work session

discussion continued, the board found that it would not be a good idea. The audit will continue to be carried out by the city.

The trust funds are under the library board control, so the questions the board has would probably be directed towards Leann Perino, the city finance director. The type of questions the board has, for example, are how we can monitor the funds and who are the signers on that account. Bill Victor had a question about the audit and stated that we are spending \$14,000 for it but not getting anything out of it, and he questioned why the library board is not getting any kind of review of the audit. Sarah Frank said she can ask for the audit review and she was sure that the city would share the audit. Bill Victor said we should get something out of our cost, the library board should at least have the option to see it even if they don't want to, that's fine, but we should look at if we want to. Bill Victor continued that we are spending a lot of money on that audit. Sharon Ceretto commented that we should have access to it especially because we haven't had to pay for it in the past, and it's a big chunk of change.

Gerri Holton asked if we must request to be part of that audit and asked if the library has to supply information for the audit or do they have it? Sarah Frank answered that they have our records. The board discussed their feelings about the amount of money spent on the audit and that it seems ridiculous to them. Members of the board asked if it the library has any influence in the audit and Sarah Frank told the board that it is a state audit and the city is the fiscal agent, so they are the ones that arrange the audit. Lia Inge said she is wondering if seeing the audit would give any insight when the board is preparing the library budget and if there is any value the board can draw from the audit information going forward. Mary Uhl asked if the information was online and Sarah Frank said she didn't think so. Lia Inge asked Sarah Frank if she could get a copy of the audit. Teri Kopfman shared that the budget for audit 2019 states that the amount for the budget was \$20,000. Gerri Holton thought she saw \$12,000. Teri Kopfman shared the information she had that looked like they hadn't subtracted any amount from our budget. Sarah Frank said she'd check into this issue. Bill Victor said that maybe we will leave this for later, but he is concerned about this matter and that we don't get this audit. Gerri Holton asked if Sarah Frank could get the audit from the last couple of years and Sharon Ceretto agreed and said it would give good reference points.

Gerri Holton said that Colorado Law provisions and High Plains Library District service area plan is something they are developing. Sarah Frank said that member services are what the member libraries have been working on as part of that draft. Gerri Holton said that the we (HPLD board?) just decided that the best practice is one that protected accountability, she also thinks we are protected regarding the district moneys to have the service plan for how libraries will spend the money. Gerri Holton said that IGAs are approved by establishing bodies that have approved the HPLD IGA.

Gerri Holton said that a debrief of the meeting session would be more about how the board members felt about the process, how did they think it worked, what could be better next time, and then Gerri asked to hear from everybody. Gerri Holton continued to say that some of the library board had expressed some regret that they didn't know what was happening and stated "honestly, it was a pretty fast process and it had changed by the time the meeting started". Bill Victor expressed his feelings that everyone else seemed unaware about a future public building and that they hadn't thought about what will happen when the library changes to a school library. Bill Victor continued that they didn't think of the future at all so in that sense of it he thought the meeting went well. Bill Victor also said that he would have liked to look at a draft of the presentation prior to the meeting. Teri Kopfman asked if it would have been better to scroll through the existing IGA so everyone would know what it really encompassed and what the board thought. Gerri Holton said the reason why we didn't do that is that the IGA isn't correct and then it would appear that we would have more to dispute and also that she had hoped it would make the meeting less difficult. Lia Inge said that like Bill Victor said, it was pulled together last minute and maybe that was an error on our part that we weren't prepared enough, but it was not known what was planned and several board members were sitting there unaware.

Mary Uhl said that she thought it was a good meeting, but that it would have been good to have a rough draft of what we were presenting so that the library board was more aware. Mary Uhl continued to say that the members of the library board are representatives from the city and school, we are not asking, you have trusted us what we are bringing to the table so look through it and if there are any glaring errors, bring it back to us. Teri Kopfman said a lot of the school board had never seen the IGA, so they didn't have a clue what it contained so there it was difficult for them to express an intelligent response. Sarah Frank said they should have seen it because they sign it but then Teri Kopfman reminded her that it was signed in 2014 and a lot of those people were not on the school board at that time.

Bill Victor wondered if the board could step around the system and send emails to the group on something on like the bylaws such as the president would commence a chain mail to the group that shares general information and says that it is a bylaw thing and set it up with a message maybe like by opening this email you are a part to this. Sarah Frank said that by law meetings must be public. Bill Victor wondered if they could be sent by public document. Sarah said the public must be able to attend and that meetings are posted on the website and on doors in the library.

Lia Inge said that she thinks that there were too many people from the school board and expressed concerns that the superintendent admitted that he had not approaching subject with them. Lia Inge continued to state that instead of having the entire board attend the meeting Matt Adame attends the library board meetings and could have been their representative. Matt Adame said that he gives the board a library report on the Monday following the meetings, but he doesn't do the whole meeting. Matt Adame continued that he shares the documents with Alan Kaylor, but he doesn't disperse them to all the school board members and also said that he doesn't give the school board all the information from the library board meetings. Matt Adame said that there was so much to absorb from the join meeting and that the school board didn't know what to expect at that meeting.

Gerri Holton said we are not recognized as part of that IGA and that we were trying to look at the IGA together. Gerri Holton said the feedback she had gotten from Alan Kaylor before the meeting was that this is the first time we have had these three bodies together to talk about how we can work together. Gerri Holton continued to say that the idea was to get involvement with the city, school district and the library as the IGA is signed and the entities are bound by the IGA. Gerri Holton expressed her concern that so much information goes through a few people but maybe not to everybody and so this meeting could have been a way to tell everybody how the IGA works, this is how you have input on how the IGA states, and what do you need to do because you (the city and school district) are the establishing body. Gerri Holton continued that if somebody gets shut out of the conversation or doesn't get to participate, they wouldn't know what was contained in the document.

Teri Kopfman suggested that perhaps using small bullets or parameters for the meeting may have been more beneficial. Matte Adame said that none of the school board members really knew what happened between the previous IGAs and 2020 and what was going on now, it was kind of a disconnect. Gerri Holton said that they have not had an IGA since 2014 and that was different from 2006 but we were trying as the library board to say this is what we'd like it to be, this is what would work.

Lia Inge said that part of the problem was that the library board did not know what was going on that night. Gerri Holton said that the library board had discussions about the IGA. Lia Inge said that she agreed that they had discussions about the IGA but that night they were not sure about what was going on and what we planned on doing, that's where there was a lot of disconnect. Bill Victor said he walked in late and didn't know that there was a meeting with this topic going on he felt awkward even though he was only about ten minutes late, but the discussion was off to the races. Bill Victor said he was not criticizing Gerri Holton, he said she did a great job presenting, but he was back tracking the entire time dealing from what he remembered what was going on and trying

to relate it to what was going on that night. Bill Victor continued to say he was going back and forth and finally about a quarter of the way through the meeting he figured out what was going on, but it took him a little bit to finally get where you (Gerri) were going with it.

Gerri Holton said that her first comment was about what we had gone through and the second and third were supposed to include the group walking around and making comments on the posters. Matt Adame said the school board got all the information but that it was a heavy-duty meeting and he was glad he had a three-day weekend to kind of digest all of it. Bill Victor said that Gerri Holton did a good job, got her point across and made good points about the library. Bill Victor said that a lot of people went away thinking about what they wanted out of the whole thing and they will come back with something from the whole experience. Gerri Holton said she was glad it was over because she felt there could have been more engagement but there wasn't, there wasn't a lot of push back and she doesn't know what people are thinking now.

Gerri Holton said that she thought that the next step is the follow up and asked the library board what everyone was thinking. Gerri Holton said that she and Sarah Frank are going to the school board meeting to report on the IGA and to get some information from the school board. Terri Kopfman said that at the end of the meeting it was said that we would try to do something in April but she doesn't know what that looks like because Tom Holton said he needed to visit with two other people so what does that exactly mean. Teri Kopfman asked if we are going to create the document and go forward or does Tom Holton want to see what experience people have had in the past to then modify the document.

Gerri Holton said she and Sarah Frank will be attending the school board meeting on March 9th and Sarah Frank said that it will not be about the IGA, it will be about the importance of school libraries. Mary Uhl said that April is too soon for a deadline.

Gerri Holton asked if we should send out a message saying thank you for coming, what are your thoughts about the meeting, and should a joint committee be formed to go back and inform the groups. Gerri Holton said that she knew that the process would take at least a year. Bill Victor thought that we could start with feedback because a lot of times there is a lot of back and forth but not a lot of people get back to answer and perhaps we could get more ideas on what to do and understand what each individual is concerned about and then we could develop the IGA a lot quicker and not spend two hours on everything.

Lia Inge was concerned about the mayor and her choice not to stay at the meeting, she said what will happen there if the mayor doesn't want to address the IGA, and if the library board is spinning wheels because the city has the signed IGA. Teri Kopfman said we will need a new one when we build the public building. Lia Inge said that Susan Browne said it doesn't affect the school district and Lia Inge had told her that it effects this building but perhaps not the public building. Sarah Frank said that we can't email all the people who attended the meeting. Mary Uhl mentioned that perhaps we could see if the school district wants to modify the IGA. Lia Inge said that there were quite a few missing city council members.

Teri Kopfman said that we need to decide what's our next step and asked the library board about what we need more information regarding this topic. Teri Kopfman continued to say that the city especially needs to tell us their thoughts because they are driving, she asked does the city want us to start some documents or outlines, would they want to fill in blanks or do they want the library board to drive this so the library board members know that we can work ahead and so we aren't rushed in the end. Gerri Holton said we could give them the information, not necessarily in the form we have, but share the elements of the IGA and what we are doing now. Teri Kopfman said that maybe the library board will need to type it out and say this is best practice, best example, or that currently this is what works. Mary Uhl mentioned the suggestion from the meeting of keeping it simple.

Gerri Holton said the library board has not been included in the IGA before and she just wanted to make sure that the joint library will share resources and that the library board will do its part. Teri Kopfman said that the library board can get started and create some direction so that it can be steps to approve. Gerri Holton asked about having a completion date and Matt Adame said that the added pressure may not be productive. Teri Kopfman said we need to sit down and produce some verbiage and state that here's our beginning attempt at establishing the future IGA. Teri Kopfman continued that then the library board could hand it over to Cris Cross, Sarah said it would go to Mari Pena, and give it to Susan Brown and/or Debra and say this is what we started, develop and add on.

Teri Kopfman proposed that by April we will be typing up a draft for the school and city to develop with the library board. Sarah Frank asked Matt Adame if the school board has discussed the school library and Matt said not really. Sharon Ceretto asked Matt Adame about a line item at the school district about a school librarian, and if it has been discussed but not established and Matt Adame said that was correct, this has been discussed but not established. Sharon Ceretto continued to ask Matt Adame if currently, because the budget is so tight, that there is a concern about having money in order to have a school librarian and he said that would be fair to say. Sharon Ceretto stated that a teacher librarian is up in the air.

Sarah Frank clarified that the Adult librarian will oversee the teen collection and assist high school classes when teachers bring students to the library. Gerri Holton suggested that the library can share the teen librarian or find it in the budget to help support someone for the high school library. Sharon Ceretto suggested offsetting the costs in some way. Sarah Frank asked Matt Adame if he is aware of the school board discussing not having a school library and he said he had not heard that, but he has heard discussions to pool money to have a staff person. Mary Uhl asked if they don't find the money what happens. Sarah Frank said that she heard that the school district doesn't think the students use the library and she stated that they do, she has statistics to prove it. Mary Uhl asked if the hours would change when the public building is opened, and Sarah said this location would have the typical high school hours. Teri Kopfman asked about working on the draft and Mary Uhl suggested working on it for a time each meeting.

Gerri Holton asked if anyone was interested in working on the document and Lia Inge, Mary Uhl, and Bill Victor said they would volunteer. Gerri Holton said we could just post it and have the meeting in the conference room or at a coffee shop. Bill Victor thought that maybe people could come in a bit early to a regular meeting and work on it before the meeting starts. Sharon Ceretto said it's a learning curve and she heard from a couple of people that they felt blindsided with all the posters on the walls.

- iii. HPLD IGA

VIII. New Business

- i. **Board Calendar** Everyone received a document with dates of library events
- ii. **Loan Policy** Sarah said that the update should be in printed in blue. Sarah continued that the reason for this change is because the students have limited funds and can't afford a fee for a new card. Sarah Frank added that the policy also added that children of 16 years of age who have previously needed a parent to sign for a card will be able to get at card, HPLD loan policy is also 16 years of age. Sarah Frank said that the website will have the exact wording. Sharon Ceretto asked if the two-piece card was still available and Sarah said that they were. Mary Uhl was concerned about travelers and their access to computers. Bill Victor was also concerned about someone without a card who needs to get on the computer and Sarah said that we have guest passes available. Gerri Holton suggested to take out the word responsible from the policy. Mary Uhl moved to approve

the Loan Policy as amended and Sharon Ceretto seconded the motion. The board voted and the motion passed unanimously.

- iii. **Executive Session** - Section 24-6-402(4)(a), C.R.S., for the purpose of discussing the possible acquisition of real estate for a new public library site and pursuant to Section 24-6-402(4)(e)(I), C.R.S., to determine negotiations strategy and instruct negotiators on the possible acquisition of real estate for a new public library site.

Sharon Ceretto moved to return to the regular session. Lia Inge seconded the motion. The board voted to return to the regular session unanimously and the meeting start again at 8:44 pm.

Sharon Ceretto moved that Sarah Frank resume negotiations with the land acquisition with the realtor and Bill Victor seconded the motion. The motion passed unanimously.

IX. Development of next meeting agenda

- CD statements for end of the year-Sarah Frank will ask the finance department.
- IGA committee report
- Land updated which will probably be in an executive session
- Land negotiations update
- IGA committee
- HP meeting update
- Summer Reading Program plans. Sarah mentioned that we joined HP so we may not have exact information, but we can share what is happening so far.
- Policy

Mary Uhl asked the board if they know something good about the library to share in on Facebook.

X. Adjourn Teri Kopfman moved to adjourn the meeting. Lia Inge seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:47 pm.

Next Meeting: March 19, 2020 at 7:00 PM in the library conference room.