

# FORT LUPTON PUBLIC & SCHOOL LIBRARY

## Minutes

Thursday, August 20, 2020

- I. **Call to Order** Ms. Holton called the meeting to order at 6:35 pm.
- II. **Roll Call** Ms. Kopfman called roll. Members in attendance were Gerri Holton, Lia Inge, and Teri Kopfman. Sharon Ceretto and Mary Uhl attended via phone. Chantel Hayes was excused. Also present were Matt Adame of the Weld Re-8 school board via GoTo Meeting website, FLP&S library director Sarah Frank, and Administration Assistant Mary Hoffman Edens taking notes via GoToMeeting website.
- III. **Approval of Agenda** Teri Kopfman made a motion to approve the agenda. Sharon Ceretto seconded the motion. The motion passed unanimously.
- IV. **Approval of Minutes June 18, 2020** Lia Inge moved to approve the June 18, 2020 minutes. Sharon Ceretto seconded the motion. The motion passed unanimously.
- V. **Public Comments** 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 joined via go to meeting, but he had no report. He did share that the HS had COVID-19 cases and must quarantine but the other schools are open.
  - iii. **Director's Report** Gerri Holton asked about the hours of operation mentioned in the director's report. Sarah Frank said that since we reopened the hours have been 9:00 am-6:00 pm Monday through Thursday, 9:00 am-5:00 pm Friday, and 9:00 am-3:00 pm on Saturday. Sarah Frank continued to say that a few people have asked if we could be open earlier or later, but we had been open early for students and they are currently not allowed into the library, and even before the pandemic we had very few people between 6:00 and 7:00 pm. We have had to spend more time cleaning and quarantining materials. Gerri Holton asked if we could keep track to see if there is a need. Sarah Frank said that we are open longer than much larger libraries during this COVID time.
  - iv. **Committee Reports**
    1. Sunshine Fund (Ms. Holton) \$29.60 unchanged.
- VII. **New Business**
  - i. **Board vacancy** Sarah Frank said that we have not had any applicants yet. She continued to say that the library is continuing to advertise on the FLPSL website, on Facebook, on the city website, we've had agencies post, and posted signs on the doors. Lia Inge said she has seen the advertisements and asked Matt Adame if there had been any interest at the school district. Matt Adame was not aware that William Victor resigned and that there was an opening. Sarah Frank said she had sent notice to Alan Kaylor, Susan Browne, and Debra Montoya and they said they were posting it. Matt Adame was not aware of vacancy or if any applications had been submitted, but he will ask Alan Kaylor and Susan Browne to see if anyone has applied. Lia Inge asked if we could review previous applicants, but Sarah Frank said they typically would have to reapply. Sharon Ceretto suggested that we run an advertisement in the Fort Lupton Press and volunteered to check with her contacts to see if they would run it for free. Sharon Ceretto also said she will see Bob Grand, owner of the Lost Creek Guide, and will ask him if we could run an ad for free in his publication. Sharon Ceretto said she would get all the information from Sarah Frank before placing the advertisement. Sarah Frank said it would be best for Bob to talk directly to Sarah.

- ii. Virtual Quilt Show Sarah Frank reported that the quilt show has been posted on Facebook, our website, and notified various quilter groups. We have gotten 25 photographs of quilts to post submitted so far. They will be in PDF form because that is unlimited in size because our website carousel has limit of 15. There will be a separate carousel for challenge quilts to vote as has been done in previous years. Lia Inge asked about the timeframe and Sarah Frank said it will start on Friday, September 11 and be up for 2 weeks, although the voting for the challenge quilts will be during Trapper days weekend only.

Teri Kopfman asked how many quilts are usually in the show and Sarah Frank said around 90. Sarah continued to explain that here may be less because the quilters groups have not been getting together due to COVID-19. Sharon Ceretto asked if the Platteville quilters being notified and Sarah Frank said that Fern McFarland has been making the arrangements and may have made the contact.

- iii. Virtual Art Show Sarah Frank said due to the longer timing the quilt show will be up, we think the art show dates would be pushed out a little bit. The quilters have to have their pictures in by the 28<sup>th</sup> so Ryann Money has time to put it all together. We'd like to start advertising the art show on August 31<sup>st</sup> and hold the virtual art show starting on November 6 for two weeks. The virtual art show would run from 6<sup>th</sup> to 20<sup>th</sup> of November.

Sharon Ceretto commented that in place of the cookies and punch she suggested sending warm fuzzies to people that are signing in to look at quilts. Sharon Ceretto continued to say that after some Greeley virtual shows they send warm fuzzies to people who sign into their events. Sarah Frank will talk to Ryann Money to see if we will be able to track who views the show. Sarah Frank asked Sharon Ceretto if we could talk to the people who organized the Greeley event about how that works. John and Kim were the people Sharon Ceretto mentioned and that she will get the contact information on the folks so that Ryann Money can talk with them. Lia Inge asked if something like this could be done for both virtual shows.

Gerri Holton asked if there was an Art Show theme or special category for the women's suffrage. Teri Kopfman said it was a general art show and there was no theme. Sarah Frank said that the library had a women's suffrage program scheduled for April that is still being planned but it needs to be altered for a virtual program. Teri Kopfman asked if people are sending it their own pictures for the quilt show and thought that the art show submissions would be entered with the same process. The art show will be advertised on our usual methods of advertising.

- iv. Meeting updates

1. Re-8 Superintendent Sarah Franks said that she, Gerri Holton and Lia Inge had a meeting with Alan Kaylor a few weeks ago to talk about the situation with the kids after school. At that time, he indicated that the HS students could be in the commons after school and they are looking for places in the other schools for kids to hang out after school. Alan Kaylor said he was going to notify the parents not to have the kids come to the library after school because it could be a mess if the library ends up with 75 kids. Alan Kaylor sent out the message twice to the parents. The library asked the schools to send out the message with their packets.

Sarah Frank said that the library had some high schoolers come in because the commons was only open until 4:00. There are no high schoolers now because they are quarantined. There have been no problems, so parents probably got the message. A couple of groups of middle schoolers were going to come in but when they were told they would have to social distance they decided not to enter.

Sarah Frank said that we do allow some people to stay longer than the one hour allotted if we don't have anyone waiting but we tell them to expect one hour. Gerri Holton asked if the library is informing our patrons that we have WIFI available in the parking lot. Sarah Frank said that we have a very limited area and Gerri Holton asked if we could have signage for those spots and Sarah said she'd check into that. Sarah Frank told Matt Adame that we are aware that some families are having trouble with internet. Matt Adame said that he is aware that T-Mobile is looking at areas to help provide coverage. Matt Adame continued to say that it may be possible to connect beside the football field. Gerri Holton told Matt Adame that Sarah Frank has contacted HPLD foundation for local WIFI. Per Matt Adame, Jennifer Archuletta has taken the position that Scott Graham held previously at Weld Re-8.

## VIII. Continuing Business

- i. Budget Committee Sarah Frank said there is nothing to report yet because they have received nothing from finance.
- ii. Audit Committee Gerri Holton , Lia Inge and Sarah Frank met with Leann Perino and Chris Cross from the city with questions about the 2018 audit. Gerri Holton said that they got clarification on several issues and that the 2019 audit will be reviewed as soon as it is received which should be available shortly.

Gerri Holton said that the board probably needs to develop some policies and procedures around the audit such as when to review the audit, who reconciles it, and how we share the information with school board and library board. Gerri Holton continued to say that there was a previous discussion about having a standing committee to review the trust funds quarterly and doing the audit for checks and balances to review those accounts. Gerri Holton said that we would add reviewing the audit to the board calendar. Leann Perino told Gerri, Lia, and Sarah that she would send statement from ColoTrust monthly. Sarah Frank said that we cannot email the statement because it includes full account numbers, but the statements will be in a binder in Mary Edens' office if anyone on the board wants to see the statements.

Gerri Holton talked about the authorization on the accounts and that the city has the signatory responsibility, but the board had talked about what that authorization process looks like. Gerri Holton proposed documenting the process in some way because it would be a good deal to have knowledge of that process as part of the board organization to serve as kind of an overview of what are our financial responsibilities include. Gerri Holton brought up consolidating accounts to organize them. Sarah Frank said that there are only two accounts that have restrictions now, the art fund and the Benjamin Brown fund at this time.

Gerri Holton said the conversation was very open, but she is concerned about how to share the information with the school district and conflicts between the financial process and what is stated in the bylaws. Lia Inge said she and Gerri read entire 75-page document and Leann Perino answered all their questions and shared good information, it was a really good meeting for us. Gerri Holton suggested getting the budget and the policy committee together and work on procedures so that the board can get it fixed up pretty quickly.

- iii. Land/Realtor Contract Sarah Frank said there is nothing to report, the city needs clarification related to the contract, she has emailed Andy Asmus multiple times about the status. Gerri Holton asked what the clarification is related to and Sarah Frank said she cannot say. Sharon Ceretto asked if this about the contract with the realtor and if that

contract is for 90-day increments. Sarah Frank said our contract had expired and we wanted to get the contract renewed so we could move forward with negotiations but there is some clarification the city needs before we can get another contract, but they haven't gotten what they require yet. Gerri Holton asked if this is something the library's attorney could help with, but Sarah Frank said no, it's something for the city attorney. Sharon Ceretto asked what kind of clarification and Sarah Frank said it was relating to the contract, that's all we know.

Gerri Holton asked if we need a deadline for this, but Sarah said we just have to wait at the moment. Lia Inge wanted to understand if the board's ability to work with the realtor is the problem or is it with the city signing and asked if we would we have same problem if changed realtor. Sharon Ceretto asked if there was a conflict of interest, but Sarah Frank can't give any more information. Teri Kopfman suggested to wait a month but next month we need to move forward, and Gerri Holton, Lia Inge, Sharon Ceretto agreed. Lia Inge commented that the board is willing to move forward because first we were delayed by COVID, now it's the realtor contract.

- iv. HPLD IGA & meeting with city attorney Gerri Holton and Sarah Frank met with Chris Cross and Andy Amus to discuss the IGA and basically they clarified the conditions regarding the IGA, and Sarah doesn't have concerns with the services. Gerri Holton said she requested that the library board look at IGA before it is signed but what they agreed to is that a memorandum stating the IGA will be sent to the library board. So that means the library board does not sign the IGA but will be aware of what the IGA says. Sarah Frank said that they added a statement that the board will be aware of what is in the IGA. Lia Inge said that the city attorney sends the IGA to the school attorney but gets no response. Matt Adame will send a message to Alan Kaylor and Susan Browne about this issue. Gerri Holton said that a lot of the IGA pertains to the school such as the data bases for students. HPLD will not approve the IGA until the city and the school district approve it.
- v. Survey results Sarah Frank sent a copy of the survey results to the board. Lia Inge thanked Ryann Money for her work on the survey. Lia Inge thought that the board should address responses even though a lot have been addressed already such as opening for browsing, but there are some suggestions in the survey that we cannot do due to COVID-19. Lia Inge said that she received an email that HPLD sent that summarized and explained the effects of the current situation and she feels strongly that as a board we need to respond to survey. The communication could include that we are now open for browsing, why the hours changed, and the limits on computers. Lia Inge continued that she feels it's really important to get something out there that answers the concerns from the survey and put our name on it similar to what HPLD did, and share some of the things we are excited about in the future. Sarah Frank said that we do not have the facilities for online private settings. The conference room is currently full of items we needed to store so we could have more room for people. Sarah Frank said she doesn't want to make any promises we can't keep. Gerri Holton said she will start the communication.

Lia Inge and Sharon Ceretto expressed their concerns that people have blamed Sarah Frank for the changes, but it's not just her, it's state library and COVID-19 protocol. Teri Kopfman said we could state the reasons for the changes, the entities that have controlled the changes, and what has been done at the library to respond to the pandemic. Sharon Ceretto agreed that a response from the library will help the public feel like their opinion is valued. Gerri Holton thought that the building survey could also be

mentioned. Sarah Frank shared that there have been many learning curves as we have dealt with the pandemic such as calling the book club members, but we are learning as we go.

- vi. Strategic Planning Task Force Gerri Holton said that she and Teri Kopfman met and read through strategic plans Sarah had sent from Loveland and Eaton and that she and Teri looked at the ALA website and the Public Library Association websites. Gerri Holton continued that they really liked the language on the public library association site, it was very flowery, inspiring, and romantic but very appropriate for a public library.

Gerri Holton proposed a 10-step process for Strategic plans; 1-review the last strategic plane, 2-review policies regarding the strategic plan (i.e. how we do it and how often), 3-compile or utilize data from public, from the staff, from the establishing bodies, board surveys, and stakeholders , 4-incorporate the Colorado library standards, 5-research other Strategic Plans, 6-utilize resources such as HP, 7-board workshop to set those four or five goals for that specific time frame, 8-update and reviewing the mission statement, 9-presenting to establishing bodies which is the school board, the city, HPLD, and the public, 10-budget to make sure it's viable and doable with guidance from the city.

Gerri Holton said that she thought that Leann Perino and the budget committee would look at the strategic plan to assure the funds are spent appropriately. Sarah Frank said that should be the budget committee not the finance department. Gerri Holton suggested that the strategic plan be completed by July 2021, although it would be awesome if it were completed before that. There was discussion about time for the workshop and about the Long-Range Plan. There is currently no policy committee.

**IX. Development of next meeting agenda**

- Safety policy - Contact tracing
- Board vacancy
- Budget committee
- Audit committee-policy and bylaws
- Art show
- IGA
- Strategic policy
- Land/Realtor

- X. Adjourn Teri Kopfman made a motion to adjourn the meeting and Lia Inge seconded the motion. The motion carried unanimously. The meeting ended at 7:45 pm.

**Next Meeting: September 17, 2020, 2020 at 6:30 PM in the library conference room.**

Respectfully submitted by Mary Hoffman Edens.