

**FORT LUPTON PUBLIC AND SCHOOL LIBRARY**  
**LIBRARY BOARD MINUTES**  
**Thursday, November 18, 2021**

I. Call to Order--Lia Inge called the Fort Lupton Public & School Library Board of Trustees meeting to order at 6:30 pm.

II. Roll Call--Chantel Hays called roll.

Present were Lia Inge, Teri Kopfman, Evelyn Harlan, Sharon Day, and Chantel Hays. Gerri Holton joined the meeting virtually. Sharon Ceretto was excused.

Also attending were FLP&S Library Director Thomas Samblanet, FLP&S Library Assistant Director Katharine Merrell, Weld Re-8 School District Vice-President Matthew Adame (virtually), community member Janice Wilken, and FLP&S Library Administrative Assistant Mary Hoffman Edens.

III. Approval of Agenda

**Teri Kopfman made a motion to approve the agenda. Evelyn Harlan seconded that motion. The motion passed unanimously.**

IV. Approval of Minutes

There were corrections to the October 21, 2021 minutes. The architecture company is BRS. The location of the natural landscaping is on the North and West side of the new public building. Forlurado was spelled incorrectly.

**Sharon Day made a motion to approve the amended October 21, 2021 minutes. Chantel Hays seconded the motion. The motion passed unanimously.**

V. Reports -

i. City Report--No one was present from the City hence there was no City report.

ii. Weld Re-8 Report—Matt Adame reported that last Thursday the school board swore him (Matthew Adame) in for a 4-year term so he will be sitting on the library board as the school district's ex-officio for at least 2 years. Susan Browne will be covering for him if Matt is unable to attend. The school board approved Chantel Hays for another term as one of the school representatives on the library board. Thomas attended the meeting last Thursday and the school board approved the increased budget for the public building. Teri asked Matt about the schools being under a mask mandate. Matt answered that it is personal preference and not mandated at this time.

iii. Director's Report (written)--Thomas Samblanet had two new updates since he wrote his report. He had a discussion with Matt Hort who let Thomas know that the HP foundation would be more than happy to assist us with fund raising for the new building. Thomas is working on a proposal that he can present to the HPLD board at the December meeting for both grant and fund raising. The funds would be for items recently removed from the designs such as benches, a playground, an outdoor programming area, and the awning for a walkway.

Matt and HPLD has reached out to Thomas and the library board inviting them to dinner on December 13 at 6:15 pm. The member libraries are invited to this dinner that will be held at the HP administration office. Thomas asked board members to let him know if they are interested in attending and reminded them that if more than two board members attend it must be posted.

iv. Committee Reports

1. Sunshine Fund (Ms. Holton) The balance remains the same at \$41.00.

Gerri asked if it is time for staff appreciation for holidays. Thomas and Kate are planning an appreciation lunch for staff and Lia asked them to let the board

know what they plan. Gerri suggested that we invite the city and the school to meet our new staff. The board could also attend if not COVID restricted.

## VI. New Business

- i. Upcoming Programming—Thomas provided printouts of the December programming calendar, posters, and flyers. Several volunteers are still needed for Cookies & Cocoa with Santa on December 4th and Thomas asked the board to contact Kate Davis or himself to volunteer. Thomas continued that a string quartet will be performing on Thursday, December 9th at 6:00 pm and they will be set up in front of the fireplace. Creating an embroidery Christmas wreath is the adult craft program on December 17 at 5:30 pm.
- ii. School Board Presentation of Budget – Thomas said that in the past the budget was not presented or approved by the school board. Thomas is planning on attending the next school board meeting to present the budget so the school board has the opportunity to ask questions. He is also going to let them know what changes are coming up. The school board will hopefully approve the budget at the workshop and regular meeting on December 9th. Thomas discussed reaching out to Debra to ask for a later time on the agenda so that he and members of the board can attend both the string quartet program and the school board meeting. It was discussed that potentially Kate and Thomas could present the budget. This is not something that the school board must vote on, but Gerri felt that if it was presented during the meeting was important because it would be on record.
- iii. Adult Materials Budget—Thomas had sent out the financials showing that the Adult Books and Material budget is in the negative. The reason for this is Jacquie, the previous adult librarian, created standing orders which spent a good portion of the budget. Two additional pieces also occurred which were delays due to COVID and a missed HPLD invoice from June that put us over the budget. Thomas asked to move funds to cover this. There were a few other budgets that were also over for the year. One budget in the red is periodicals due to a mistake on last year's budget. The Fees, Permits, and Licensing account was over budget due to an error in budgeting last year for the movie licenses and we also purchased an additional permit to show films for teens. The Summer Reading Program budget was slightly over. The COVID budget is over as there is the potential for state or federal funding for unbudgeted items.

Thomas proposed to move money from the Equipment less than \$5000 for a total of \$5150. Thomas asked to transfer \$2000 to the Books and Materials for Adults, \$2000 for the Periodical account, \$20 to the Summer Reading Program account, and \$1122.89 for the Fees, Permits, and Licenses. It was asked that Thomas put these amounts in writing for the board. **Teri made a motion to move \$5150 from the Equipment Under \$5000 and add \$2000 to the Books and Materials for Adults, \$2000 for the Periodical account, \$20 to the Summer Reading Program account, and \$1122.89 for the Fees, Permits, and Licenses. Chantel Hays seconded the motion. The motion passed unanimously.**

## VII. Continuing Business

- i. Land update—Thomas said that the land element is moving very well. It is currently being filled with soil, so the survey looks good. According to our contractor, G.H. Phipps, the soil survey looked good and is sufficient to build on. Thomas is working out the details to get paperwork from the sellers to assure that the soil that is going in meets standards. Thomas said we'll be able to finish that up and be done with the sellers as soon next week.

- ii. MOU on land – Thomas reported that after many discussions, he finally got Andy in contact with school district lawyer. Andy sent an email to Thomas stating that both lawyers agree that the MOU is not needed as it contains language for litigation that is not necessary. Andy is positive an IM that could be with the title and sufficient for the school and the city. This would assure that in the future there would be not be any question that any money from this project would go back to the library. The board discussed whether to take this city staff recommendation, take it to city council first to vote on it, or whether the IM suffice right now. The school board has signed the MOU, but they may want to rethink this act. It was discussed whether to inform the city and school district about the IM, but the board thought that it would be best to have a conversation with John Chmil before making this decision.
- iii. Building update – Thomas reported that the building is moving very smoothly. Thomas shared that there was a meeting this morning and that the team is in the design development phase including what materials will be used. Teri said that they are discussing the look of the building with the designer whom she and Thomas feel is great.
  - Teri shared that a book drop off was added at the front door to make it more handy for our patrons. The south parking spaces are oversized so that it's easier to pull in and out. The team is concentrating on ease, convenience, and choices for our patrons. Circulation desk barriers for COVID were discussed.
  - Thomas said that the increase in the budget has been approved by the school. The city council will have the opportunity to approve it when they look at the 2022 budget and by all indications it will be accepted.
- iv. Board Terms – Chantel Hays has been approved for another term by the school district. Thomas said that Mari Pena, Fort Lupton's city clerk, informed him that the Mayor has Gerri's application, but she is waiting until the new council is seated on December 7<sup>th</sup>.
- v. IGA committee – The notes from the IGA meeting will be sent to whole board. Lia said that the committee is going through the current 2013 IGA from the beginning and they are discussing changes in details of what is desired in the new IGA. The committee is also using the 2015 bylaws that were approved for reference. One of the committee's goals is to make the documents match and create a more specific document. This will be a short document when compared to historical IGAs.
  - Lia said that she needs to drop out because of unforeseen circumstances. Lia continued that the day and time isn't working for her and she doesn't want to slow the process down.
  - Gerri said that the committee is taking information from the 2020 joint meeting with the city and school district. The group will also compare the bylaws and policies to the IGA and Colorado Library Law. The committee's intentions are to make this process as collaborative as possible with city and school district while creating clear boundaries and addressing risks and accountabilities. The committee wants to produce a strong document that is reviewed by our lawyer before it goes to the other attorneys.
- vi. November Programming Report –Update. There were 110 people at the Dia de los Muertos program. The Victorian Death Ritual program had 20-25 attendees. There were 30 people at the sugar skull program. The Art Show had 15 people which was a nice evening and the art still up if anyone wants to browse.
  - Lia said the children that were present at the Dia de los Muertos were mesmerized and that it was interesting that there was standing room only at a

Friday night program. Thomas shared that Maria Munoz planned most of the program and that Kate Merrell did a fantastic job presenting in Spanish and English.

VIII. Public Comments – A suggestion was given to add barriers around adult areas also in the public building.

IX. Board comments – Gerri remarked on the programing success and asked if Maria could read books in Spanish to kids in person as she does currently online. Lia asked how many people noticed in Thomas’ written report about the success in programing. Lia said this strongly suggests that the Hispanic part of library programming is needed and desired. Thomas said that in early December he will hold the first meeting to develop programs celebrating the Hispanic culture with some staff members.

X. Development of next meeting agenda

- Land
- MOU
- Building
- Board term for Gerri
- IGA committee
- Calendar update
- In new business--nomination committee for January officers
- Strategic plan review specifically when to evaluate or rework
- Board packets to make sure we have correct information – new packets for all. (not Lia)
- Looking at date of policies

XI. Adjourn Evelyn made a motion to adjourn the meeting at 7:25 pm. Chantel seconded the motion. The motion passed unanimously.

**Next Meeting: December 16, 2021 at 6:30 pm. Bring goodies if you wish.**

Submitted respectfully by Mary Hoffman Edens