

**FORT LUPTON PUBLIC AND SCHOOL LIBRARY**  
**LIBRARY BOARD MINUTES**  
**Thursday, March 17, 2022**

**I. Call to Order** - Ms. Holton called the meeting to order at 6:30 pm.

**II. Roll Call** - Ms. Hays

Present at the meeting were board members Gerri Holton, Evelyn Harlan, and Chantel Hays. Lia Inge, Teri Kopfman, and Erica Arellano attended virtually. Sharon Ceretto also joined later virtually.

Also attending were FLP&S Library Director Thomas Samblanet, FLP&S Assistant Director Kate Merrell, and FLP&S Library Administrative Assistant Mary Hoffman Edens. Matt Adame the Vice-President of Weld Re-8 School District attended virtually.

**III. Approval of Agenda** The agenda was amended at the beginning to include introducing the new board member, Erica Arellano. **Chantel Hays made a motion to approve the amended agenda. Evelyn Harlan seconded the motion.** The motion passed unanimously.

**IV. Approval of Minutes** It was discussed to amend item five and that the sentence was incomplete. That sentence will be edited to include Sharon Day's family's comments to the library board. **Chantel Hayes made a motion to approve the amended minutes from February 17, 2022. Evelyn Harlan seconded the motion.** The motion passed unanimously.

**V. Reports -**

**i. Welcome to the new board member, Erica Arellano.**

**ii. City Report** No one from the city attended the meeting hence there was not a city report. Gerri mentioned that we could send a message to the city to request that a representative from the city attends the library board meetings. Gerri will make that contact.

**iii. Weld Re-8 Report** Matt Adame gave the report and announced the new board representative for Weld Re-8 is Eric Arellano. Matt said that Director LeBlanc would like to propose a meeting to get to know the school representatives and for them to get to know the board as well.

**iv. Director's Report** (written) Thomas had nothing to add to the written report. He mentioned that John Chmil advised him that the meeting minutes should reflect that Lia Inge, the board president, is in attendance virtually and that it should be noted that Gerri Holton led the meeting. Gerri asked that the minutes should reflect that Lia is in attendance virtually.

Gerri commended the library staff for the 100% participation in the city-wide staff survey and that 100% participation was very unusual.

**v. Committee Reports**

1. Sunshine Fund (Ms. Holton) \$33.01. Gerri asked for contributions for the staff breakfast expenses.

**VI. New Business**

**i. Erica Arellano** told the group about her history in the community. She wants to bring in new ideas for community involvement. She is a mother of three children who popped into the screen later in the meeting.

**ii. Upcoming Programming** The library is moving out of COVID restrictions, and we are ramping up programming.

➤ We are hosting the All-District Art Show again which will include submissions from homeschoolers. The artwork will be up for two weeks from April 1-18. The Art Show reception is from 5:00 pm to 7:00 pm on the 1<sup>st</sup> of April and we'll keep the artwork up through Easter so that families can come and view the student's artwork.

➤ We will be hosting a virtual watch party with author Jason Reynolds through High Plains. It will be held here at the library and Thomas said he is a fabulous speaker.

- The Knotty Knitters will be in library again starting April 20<sup>th</sup> at 4:00 pm on Wednesdays and everyone is welcome to attend. Sharon Ceretto added that the group also does crocheting, textile work, and artwork. Lia has materials to donate.
  - The Cinco de Mayo celebration will be on April 29<sup>th</sup> not on May 5<sup>th</sup> due to a conflict with High School dance.
  - In April and May, we will hold basic computer classes. Kate Merrell reported that she will be teaching a basic computer class two times on April 12<sup>nd</sup> and May 10<sup>th</sup>. On the 4<sup>th</sup> Tuesdays of April and May, Kate will be working with Julia for drop-ins with questions. She said that the classes probably will not be held through the summer due to her previous experience that the classes are not well attended. The classes will be basic initially. She will be using the Fort Collins model as she is familiar with the program. Thomas said the computer classes are being held due mostly in part from requests from patrons. Kate continued that the classes would highlight the similarities across the platforms and that the objective is to get people comfortable with computer. The class will be using library computers. Gerri asked about the age group that the class is geared for and Thomas said that the seniors at the senior luncheons are making most of the requests, but all ages are welcome. Kate said the classes will primarily be in English, but she will be able to answer questions in Spanish. We will be circulating flyers for this class.
  - On May 7<sup>th</sup> the library will be holding the spring tea. Evelyn felt that stating that it is a Mother-Daughter Tea event is important and wanted to talk about this with the group. Evelyn said it was a very popular event and she didn't think the title of the needed to change. Sharon said that prior to the last couple of years it has always been called the Mother's Day Tea. A discussion followed concerning the name of the event. **Evelyn Harlan made a motion to change the name to the Mother's Day Tea from the Spring Tea. Sharon Ceretto seconded that motion. The vote passed with one dissention.** It was discussed to include language that everyone is invited.
  - Thomas reported that the construction of the new location library is set to start in the 1<sup>st</sup> or 2<sup>nd</sup> week of May. The groundbreaking event will be in May rather than April, but we don't know exactly when.
  - Thomas said that we have confirmation that a lecture on Japanese American History on the Front Range will be held in May at the museum.
  - Every other week in June we will hold a Zumba class in the library.
  - On June 1<sup>st</sup> we will kick off the Summer Reading Program with a program from the Pirate Dogs that will be outside for kids. Oceans of Possibilities will provide the wrap-up program for the Summer Reading Program.
  - Gerri said she noticed the large increase in the Children's programing numbers and asked if we are running out of space for the Storytime and Jitterbug programs.
  - The board asked for virtual watch party details and Thomas said it will be displayed on the mondo board in the library without registration. People can register to watch it from home but there are limited zoom links. If a person would want to ask questions of Jason Reynolds, they would need to register. Thomas said he would like to have all the information, but marketing came from HPLD. It was suggested to ask Matt to help solicit to the school aged kids and suggest watching the program. Matt was asked if the school district could post link for this event as it is a wonderful opportunity. Thomas said he'd contact Debra and Matt and send more information.
- iii. **Board at Staff Day** Thomas reported that he had sent an email today to the board as he is hoping to have 2 members at staff day. The board discussed what kind of breakfast, tea, and coffee to provide for the 12 staff members. It was decided that Teri and Lia will attend to address the staff and put faces to the board for staff. Lia said she would bring a breakfast casserole and juice. Evelyn volunteered to bring bacon and Chantel will bring fruit and Erica volunteered to make burritos. Gerri said she will supply coffee and rolls. Sharon

Ceretto will donate rolls and juice. The meeting will be at the rec center and start at 9:00 am so the board will bring the food 15 minutes before.

The meeting goes until 11:30 and then we will be back in the library for lunch and then have activities in the afternoon.

## **VII. Continuing Business**

- i. **Land update** Thomas reported that he is still waiting on a grading certificate from the developers. Our owner's rep has confirmed that the certificate will be completed by the end of the week. He will wait for more information from the developers. The money in escrow will be released when they are done.

- ii. **Building update** Thomas reported that the building is moving smoothly. We will be done with floor plans and site plans. Next Thursday the site plans will go to the planning commission. The city will take the feedback from the planning commission and try to get it all resolved by April 5<sup>th</sup> which is when it will be in front of city council to have the site approved. The meeting will be at 6:00 pm or 7:00pm, Thomas will email the board with exact time.

We will have our first furniture meeting with the build team in April. Thomas has been meeting with the Fort Lupton Police Department for advice on security cameras in the new building and parking lot. They are planning for construction to start in the first two weeks in May. The site plan is for the City building code regulations.

- iii. **Officer Election Committee** Sharon reported that the committee had concerns that there were some people that wanted some changes and she said they needed to open it up for discussion. At that time, Sharon said to do this the committee wanted several people to not part of discussion and leave the meeting. A discussion about the Sunshine Law and what should happen next followed the request. It was discussed and decided that the board is a meeting of a governmental entity we need to have all our meetings be part of public record. The committee makes a recommendation and then the whole board discusses the recommendation. Thomas offered to table this item until next month so that the committee has the opportunity to speak to individuals.

The committee recommended Gerri and Lia for both president and vice president positions. Lia asked Thomas how this complies with our bylaws. Gerri read the bylaws pertaining to electing board members.

**Evelyn made a motion to vote for Gerri or Lia and whoever gets the most will be president and the other will be vice president. Chantel Hays seconded the motion. Motion carried.**

- iv. **Elections of officers – a roll call vote was taken.**  
Teri Kopfman-Gerri Holton. Lia Inge-Gerri Holton. Evelyn Harlan-Lia Inge. Sharon Ceretto-Lia Inge. Chantel Hays-Gerri Holton. Gerri Holton-Abstain. Erica Arellano-abstain. By vote, Gerri Holton was elected president and Lia Inge was elected vice-president. For secretary the committee recommendation was Evelyn Harlan. **Teri Kopfman made the motion to approve this slate of officers. Sharon Ceretto seconded the motion. The motion passed unanimously.**

- v. **IGA-** Thomas reported that he received a list of suggestions from John Chmil to help ensure that what we're proposing is in the realm of what is legal. He emailed the information to the group and had print outs to share at the meeting. Thomas's question is whether to review the suggestions and the IGA at this meeting or reconvene the committee to discuss John's suggestions. **Evelyn made a motion to incorporate the suggestions.** Evelyn said it sounds straight forward to her. Gerri asked Sharon if she thought the committee needed another meeting to look at the suggestions. Gerri said it looked fine to her, but she had given it a quick read. Sharon said she also did a quick read. Thomas asked that once he gets it put together would the board agree that is it be time to reach out for discussion with the city and the school district. Gerri thought that the committee could

meet one more time to discuss strategy. At the next board meeting we will discuss the IGA and move forward. Thomas will give the committee his schedule and they will plan a meeting.

- vi. **2020 Audit Committee** Lia reported that basically the 2020 audit was a lot more involved than she first thought. They had several questions to ask Leann for clarification and understanding. The one thing they looked at closely was the trust funds. Lia continued that Thomas double checked with Leann and found that there was a clerical error on the statement. The designation of an account changed from restricted from not restricted. Leann volunteered to come to our meeting in April to give a quick rundown of the audit and explain more about the financials.

The board was given the ColoTrust account descriptions and numbers for reference in future. Gerri mentioned asking Leann to allow Thomas to have access to our accounts. Lia said that if he did, it would give him access to all the City of Fort Lupton accounts, so it was deemed unnecessary. Thomas said that it was clear that Leann has no problem with him sitting with her as he views the accounts. The signature on the accounts will be designated as Leann until the IGA discussions.

- vii. **February Programming Report** Programming was a little slower in February. The Children's programming is booming, and it is starting to get full in this room. We are all excited about that.

**VIII. Public Comments** No one from the public was in attendance so there were no public comments.

**IX. Board comments** There were no board comments.

**X. Development of next meeting agenda**

- Land
- Building
- IGA
- Art repairs on mural-move funds
- Make Finance committee to review the first three months
- Leann audit
- Fund raising
- Library Booth for the Easter celebration on April 9 was not mentioned on our calendar. The library donated baskets for door prizes.
- Gerri asked Thomas to share the link on keeping governance on track. United for Library is putting out free webinars for library trustees considering all the things that are happening. These webinars are on governance and intellectual freedom censorship. High Plains have a membership for trustees.

XI. Adjourn **Evelyn Harlan made a motion to adjourn the meeting. Chantel Hays seconded the motion and it passed unanimously.** The meeting was adjourned at 7:45 pm.

Minutes respectfully submitted by Mary Hoffman Edens.