

FORT LUPTON PUBLIC AND SCHOOL LIBRARY
LIBRARY BOARD
Meeting Minutes
June 16, 2022

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

II. Roll Call Ms. Inge called roll.

Present at the meeting were board members Gerri Holton, Lia Inge, Teri Kopfman, and Sharon Ceretto. Evelyn Harlan was excused.

Also present virtually was Matthew Adame the Vice-President of Weld Re-8 School District. FLP&S Library Director Thomas Samblanet, FLP&S Library Assistant Director Kate Merrell, and Administration Assistant Mary Edens were also in attendance.

III. Approval of Agenda

The agenda was amended to include the approval of the minutes from the May 31, 2022 emergency meeting. **Lia Inge made a motion to approve the amended agenda. Teri Kopfman seconded the motion. The motion passed unanimously.**

IV. Approval of Minutes

Teri Kopfman made a motion to approve the minutes from the May 19, 2022 meeting and the May 31, 2022 emergency meeting. Lia Inge 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 hence there was no city report.

ii. Weld Re-8 Report

Matthew Adame reported that the school board will be filling Chantel Hays and Erica Arellano's board positions next Thursday. Thomas had posted the position for two weeks and has submitted the applications he received to Debra Montoya and Alan Kaylor at the school district. The applications are now closed. They will reach out to let us know who the board selected.

iii. Director's Report (written)

Thomas added to his written report that he and Julia will be out of town to go to the ALA national conference in Washington DC. He is also taking vacation the week after the fourth.

iv. Committee Reports

1. Sunshine Fund (Ms. Holton) No change in the fund, it is \$33.10.

VII. New Business

i. Upcoming Programming

Zumba classes will be on July 9th and 23rd.

The Summer Reading Adventure will offer an adult paint night on July 15th and will conclude with a Polynesian Dance party on July 22nd.

The library will host Wendy Woo on July 29th as part of the Summer Concert Series. The August concert will be Kelsey Jo and the Wildcards who perform a bluegrass, rock, and country western mix. Our concert advertisements will include that that people need to bring their own seating. Thomas will tell Julia that the board talked about having food trucks at events and he will let her know that permits are required by the city. It was suggested to have a sign on the lawn stating that the concerts are free to the public.

ii. ALA Freedom to Read Statement Review

Lia highlighted several aspects of the Freedom to Read Statement and the board discussed their thoughts about the information.

Next month the topic will be information from the ALA conference Thomas and Julia are attending.

iii. 2023 Budget Committee

The Budget for 2023 will be splitting the Main and School Libraries. The board viewed the proposed budget and discussed the changes from the previous year numbers.

Insurance expenses will be a large increase for the 2023 budget. Currently we carry insurance on the contents of the library, but we must budget for the entire building next year.

We may be able to collaborate with the city for custodian services, grounds keeping, etc.

There will also be a large increase in our utility expenses as we have only been responsible for the Summer and after school expenses.

The board discussed the changes in each of the budget amounts. The sum of the numbers will most probably go up in the next year. The proposed budget falls in line with the initial budget planning amounts prepared previously for the new facility.

Big changes in are seen in the raw numbers of the General Supply funds due to taking care of two facilities. We will also need to purchase our own cleaning materials and snow supplies previously supplied by the school district. More money is requested in Marketing & Promos as well as Outreach Programs to publicize the new facility. Increasing the Adult programing budget will allow us to attract additional patrons and support the kick-off of the new facility, but a lower number will be requested next year.

SRP has far exceeded all our expectations this year and we are purchasing supplies almost every day to supplement the supplies for the advertised activities. We have spent almost all the SRP budget in part due to providing tee shirts for participants but more so because of the huge participation numbers.

A good IGA or memorandum will be essential to spell out the situation with contractors.

We will ask for teacher's input that will help create the High School Library collection. The hours of operation are still in the works. The Teen Advisory Group has not been created yet, but next year it will be a priority. The after-school snacks will hopefully continue.

The committee recommended approving the proposed budget.

Teri Kopfman made a motion to approve the 2023 budget presented by the Director, Assistant Director, and the Budget Committee. Lia Inge seconded the motion. The motion passed unanimously.

Teri Kopfman made a motion to approve the 2023 budget request for the capital improvement program for the New Library Building in the amount of \$2,106,613. Lia Inge seconded that motion. The motion was passed unanimously.

Teri Kopfman made a motion to approve the budget request for the 2023 capital improvements program for the new library building contracted services in the amount of \$85,319. Sharon seconded that motion. The motion passed unanimously.

Teri Kopfman made the motion to pass the capital improvement program budget request for 2023 for the High School remodel in the amount of \$1,100,000. Sharon seconded that motion. The motion passed unanimously.

Teri Kopfman made the motion to approve the capital improvement program budget request for 2023 on the High School contracted services for \$400,000. Sharon seconded the motion. The motion passed unanimously.

The board thanked the budget committee and staff for the excellent job they did on the budget this year.

VIII. Continuing Business

i. Building update

Thomas reported that the permits are finalized, construction has started, excavating the soil has begun, a trailer is on site, electricity is being installed, and the fence is up. The banner has been ordered and should be delivered and possibly hung tomorrow. Thomas, Kate, and the construction team will hold meetings on Tuesday mornings at 9:00 am at the site in the trailer. The groundbreaking will be by the sidewalk on the corner of Rollie & Reynolds. There will be an article in the Greeley Tribune highlighting the project and other newspapers have been notified of the event and project. Wember is bringing

cookies and water. GH Phips is bringing a 1960 truck, hard hats, and shovels for photo opportunities.

ii. Koshio Donation Allocation

Thomas said he is working with architects, but they haven't been able to get dollar amounts for the suggested projects yet. An outdoor space or room expenses will probably cost more than gift amount.

iii. IGA

City council will not talk about the IGA until their attorney has reviewed the document. They will hold an executive session on Monday to discuss this. Our problem with finalizing this document is that the School Board will hold their meeting this Thursday and will not have another meeting until August. The IGA discussion will probably have to wait until school is back in session.

iv. May Programming Report

The Summer Reading Adventure is going great.

We had 60 people at the concert and 29 people at the lecture about Japanese American history.

IX. Board comments

- The board commented on how hard the staff is working.
- The writer's workshop is an informal gathering that encourages writers. It is held the second Tuesday of the month.

X. Development of next meeting agenda

- Building update
- Donation allocation
- Upcoming program
- Julia and Thomas report on ALA
- Policy
- Community art show
- Weld Re-8 art show
- Quilt show Tea

XI. Adjourn

Lia Inge made a motion to adjourn the meeting. Teri Kopfman seconded the motion. The motion passed unanimously.

The meeting was adjourned at 7:58 pm.

Minutes submitted respectfully by Mary Hoffman Edens.