

**FORT LUPTON PUBLIC AND SCHOOL LIBRARY
LIBRARY BOARD MEETING MINUTES
Thursday, July 21, 2022**

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

II. Roll Call - Mrs. Harlan called roll.

Present at the meeting were board members Gerri Holton, Evelyn Harlan, Lia Inge, Rob Thomas, and Sarah Bode. Teri Kopfman and Sharon Ceretto attended virtually.

Also present were Carlos Barron from the Fort Lupton city council, FLP&S Library Director Thomas Samblanet, FLP&S Library Assistant Director Kate Merrell, FLP&S Library Adult and Teen librarian Julia Dandio and Mary Edens taking minutes.

III. Approval of Agenda -

Lia Inge made a motion to approve the agenda. Sharon Ceretto seconded the motion. The motion was approved unanimously.

IV. Approval of Minutes -

Sharon Ceretto asked to revise the minutes to state that she attended in person.

Evelyn Harlan made a motion to approve the amended June 16, 2022 minutes. Lia Inge seconded the motion. The motion was approved unanimously.

V. Public Comments There were no public comments.

VI. Reports -

i. **City Report** - Carlos Barron gave the city report and stated that the city is applying for a grant for the splash park so that the project can be done all at once. He continued that the McDonald's is making good progress, 9th street has opened back up, and next the city will be working on College Avenue. Carlos informed the board on all the construction happening in town. He said that donations are being taken for the splash park's visitor accommodations not the actual splash park.

ii. **Weld Re-8 Report** - No one from the school district was present. The school board is off for the month of July.

iii. **Director's Report** - Thomas said that he had nothing to add to his written report.

iv. **Committee Reports** --

1. **Sunshine Fund** (Ms. Holton) Geri reported that the fund balance is \$43.03. She then explained the fund to Sarah and Rob.

2. **Policy Committee** - Gerri reported that the committee met on June 28th and discussed the nomination/election bylaw, censorship policy, liability, and the Freedom to Read Act. The process for the reconsideration of materials was also discussed for the new members and Mr. Barron's benefit. Thomas detailed the differences between a school and a public library policies and bylaws.

Evelyn Harlan made a motion to revise the officer election bylaw (Item 4 Section 21) to the open nomination in January by majority vote by the board. Lia Inge seconded the motion. The motion carried unanimously on the first reading and vote for this change.

3. Art Show Committee – Teri requested another member from the board to serve on the Art Show committee and Sarah volunteered to be on the committee. Teri will contact Kristi Cook who was previously interested in assisting. Ryann is sending ads out for the community Art Show.

VII. New Business

- i. Welcome New Board Members –

Sarah introduced herself and said she moved to Colorado from Texas about a year ago. She volunteered for the library board to get involved with the community.

Rob introduced himself and stated that he served on the county commissioner advisory board for 15 years which inspired his community involvement. He has grandchildren in the school district, and he noticed that there was no one from the area where he lives. He also stated that the importance and protection of libraries brought him to volunteer for this board.

- ii. ALA Review-Julia and Thomas – Washington DC

Julia thanked board for this incredible opportunity to experience this conference. Her highlights centered programming especially for teens. She became more aware of the policies libraries should maintain.

Thomas thanked the board for the chance to attend the ALA conference. His highlight and most valuable session was the intellectual freedom and the law. He also mentioned a session on harnessing VR to increase empathy for students.

Filming inside of the library was discussed. It was suggested that a person would check into the front office prior to filming or taking pictures. The library is a public area but to get to it one must travel through a private school zone.

- iii. Upcoming Programming--

Kelsey Jo and the Wildcards will perform on August 12th as part of our Summer Concert Series. On August 19th we will host the adult craft program. Maria has started a Spanish book club on August 23rd, and we already have 4 people signed up. There is a fund-raising event on August 27th and Thomas is working with the city on closing the street during this event. We are splitting teen programming providing more programs through the school year. We are looking for another chess club volunteer as the previous person is not available.

There was a discussion about adult program being attended by children. Thomas said that the vast majority of our programs are for all ages. The focus will be on adults, but we will allow all ages to attend.

- iv. Board Training: The importance of school libraries

Thomas initiated the conversation and explained what the possibilities are for the current library space. The library will be partnering with the school about remodeling this space and the prospect of budgeting for half of the school librarian's salary. This discussion will also explore the ability to have the Middle School and Elementary students in this area for the after-school snack program. Last year the snacks were distributed to approximately 15% elementary students.

There is ongoing discussion about how much area will be needed for the school library. A Library Associate will be dedicated to the school library and Julia will provide programs. School libraries provide services for students and support for teachers which benefits the whole community.

The following website was offered for additional information.

- a. <https://medium.com/everylibrary/school-libraries-are-the-only-thing-that-matters-bbef39f73727>
- v. Wember Add Services – Owner’s rep for project.

Thomas said that he is tracking the details of changes in the project. Due to COVID and other delays we need an additional \$80,000 to complete the project. HPLD provides owner rep costs effectively free and not from tax mil levy funds. Thomas said that he will ask HP to cover these additional costs and he requested the board’s permission to ask HP to reimburse \$79,850. The board supported the request and Thomas will move forward with contacting the High Plains Board.
- vi. Fundraising Update –

On August 27th we will host a beam signing and truck touching event. It will be free with the suggestion of donations. The beam will be visible in the finished library.

We will unveil brick sales with three different sizes. The suggested prices from HP foundation are that a 4X8 brick would be a \$50-\$125 donation, an 8X8 brick would be a \$100-\$250 donation and to have a logo brick for businesses it would be a \$400-\$500 donation. We are striving to make it affordable for as many people as possible.

VIII. Continuing Business

- i. Building update –

Wember is preparing a written progress update. The library requested that the city waive the sewer assessment fees but they will not. The construction is moving forward on track and on budget. Fixtures and furniture are over the projected budget so we may be taking more than we planned from our current location.
- ii. Koshio Donation Allocation –

The suggestion to supplement our furniture budget was appreciated but it was found that it may not be sufficient for durable pieces and difficult to reveal the origin of the donation. Thomas said that the recommendation would likely focus on an exterior bench that is durable. This could also be designed to represent the Japanese community.
- iii. IGA –

The IGA discussion hasn’t moved forward with school district being closed. Thomas will contact Chris and Alan to set up dates for meeting.
- iv. June Programming Report –

We have had record numbers at the Summer Reading Programs and an increase in storytime numbers. Kate Davis has facilitated ideally and stepped in when presenter didn’t show up. SRP ends officially at a Luau with drawing for prizes. There will not be a luncheon for adults as it was not scheduled this year.

The adult craft paint night went well with 22 people in attendance. We have started ZUMBA every other Saturday morning. At the first summer concert we had 65 people present. Library staff has been working on Trapper’s Day activities. Cookies with Santa is being planned as a start off point to the Winterfest celebration.

IX. Board comments

- Lia asked for volunteers to assist at National Night Out on August 2nd.

X. Development of next meeting agenda

- Re-vote on the officer nomination/ election policy
- Audit which will be presented to council
- Building update
- Trapper's Day
- Policy answer
- IGA
- Fund raising

XI. Adjourn

Sarah Bode made a motion to adjourn the meeting. Rob Thomas seconded that motion. The motion passed unanimously, and the meeting was adjourned at 8:35 pm.

Respectfully submitted by Mary Hoffman Edens.