

FORT LUPTON PUBLIC AND SCHOOL LIBRARY

Board of Trustees Meeting

Thursday, May 16, 2019

Minutes

I. Call to Order

Ms. McWilliams called the meeting to order at 7:00 pm.

II. Roll Call

Trustees present: Teri Kopfman, Gerri Holton, Lia Inge, Bill Victor, Mary Flos, Sharon Ceretto, and Beth McWilliams. The May 16, 2019 meeting therefore had a quorum.

Also, in attendance were Matt Adame, Re-8 Board of Education liaison; Zo Stieber, Fort Lupton Mayor; Sarah Frank, Fort Lupton Public and School Library Director; Dan Spiker, Wember Company; Janice Wilken, community member; and Mary Edens, Fort Lupton Public and School Library personnel taking minutes.

III. Approval of Agenda Gerri moved to approve the agenda and Lia seconded the motion. The motion was approved unanimously.

IV. Approval of Minutes Teri made a motion to approve the April 18th minutes, Gerri seconded the motion. The motion carried unanimously.

V. Public Comments

There were no public comments

VI. Reports

- i. **City Report.** City council approved a metro district change but the starting time is uncertain. It will involve the potential for approximately 450 houses. Brighton tells the council that they are nearly out of water, so we could experience some additional growth due to their shortage. Zo went to Lakewood and spent just over a \$1,000,000 of the city's money to secure the property near Aims for potential city hall property. There is no intention to actually pursue building at this time, although the city offices do need more room. At least the city has secured a property bid and have the potential to do expand. The property is 15 acres at College Avenue and Aims. City council approved budgeting for an additional SRO for the schools. The school district and the Police Chief have come to an agreement, and based on the way the world has become, city council agrees that it is critical expenditure. Matt said there is an SRO at Homyak school that is provided by Dacono police department. Matt also said that the current SRO rotates between the school campuses which is hard on the Twombly area because it's on the other side of the train tracks. Zo said if there is an emergency at any of the schools the city will send additional officers and added that city council feels that it is very important for the kids of the community to have a good relationship with the police.
- ii. **Weld Re-8 Report** The School District representative from district A moved from Fort Lupton so they need someone to fill that vacancy. The parameters are on the school district's website. This is difficult for some

people because their term will be up in November and they would have to rerun for that position. Interested persons need to apply at the school district. They are also working on the school district's budgets.

- iii. **Director's Report** (written) Gerri asked about the North Metro statistics and Sarah told her that we provide programs for an adult special needs group that visits the library once or twice a week.
- iv. **Committee Reports**
 - 1. Sunshine Fund (Ms. Holton) No change \$21.60 balance

VII. Continuing Business

- i. Wember Update Dan Spiker had a couple of things he wanted to update. First, he thanked the board for approving them to moving forward to evaluate the piece of land. They have done some due diligence already; their paper work is into the city for a preapplication viewing. He has been in communication with Sarah to talk about involving operating expenditures in the projected budget. He handed out documents with examples of libraries with similar square footage size. The documents contain information on 10-12 small libraries and library districts basically the same size as we have. The document included data on utilities, security, repairs, and maintenance on outside but does not include salaries or benefits for staff. The information is per year and broken down into square footage, so it can be easily compared. Beth asked about the average seeming low but then realized that there are no salaries listed. Sterling, CO was almost eliminated from the list because they are using city staff for some of the duties, but he felt the information was still valid. Dan added that because FLP&SL is keeping this space, there may be other expenses occurring. Dan said that these are broad figures and do not include construction or anything like that. The information he provided is strictly public libraries in Colorado.

The next part he talked about is the preliminary evaluation before we get a design team working. It needs to be decided what size library we want to build. The state looks at percentiles and he explained percentiles are a ratio of population to square footage. Dan said right now, we are meeting our patrons needs at the 80 percentiles for the population area. The information he submitted was gathered in 2017 and states the population of Fort Lupton as 12,000 people. HPLD is moving toward the standard of meeting the 75 percentiles in all their libraries. Beth voiced her opinion that we should not build our library under 15,000 sq. ft. and Ken agreed considering the growth and future of the service area. The existing library area may or may not be part of the formula. Gerri expressed her belief that the current needs of the library are more storage space, private meeting areas, and staff areas with existing 16,000 sq. ft., and added that increasing the square footage would be better. Beth stated that the current square footage is adequate, but the layout is a problem. Sarah agreed and mentioned issues with security, combined collections problems, and control issues. Sarah stated that we need to make sure the WIFI, the

layout, and security are included in this report and that the percentile may be different for a school library. Ken didn't think the current (school library) footage would be included because HPLD is all public libraries. The design team will figure out a plan for the library's needs, what size, and what to include in the building. Mary voiced her concern that there may not be funds to build everything we want and asked about building unfinished storage areas that may be added to the public zones as the community grows. The board has talked about building a 12,000 sq. ft. library, but Ken commented that a 12,000 sq. ft. building would be less suitable and stated that 16,000 sq. ft. would be more appropriate. Gerri asked the number of people coming in the library and if that includes the count of students during the day. Ken said that here are a lot of ways to evaluate needed space such as check outs or actual people through the gates. Sarah mentioned that the public numbers will probably increase with a location separate from the high school. Bill asked about the number about the reference items and if there will be as many in the new library. Sarah said we have limited reference materials now due to the change in the way people gather information. Mary thought we should plan big and, if needed, cut down. Zo brought up an example of medical building that was built larger with intentions to expand or lease to tenants.

Gerri told about the HP model for building libraries and asked about the model and Ken said the prototype building is not the best way to start in this case. Lia asked about the land we like and if it is okay for 16,000 sq. ft. and parking. Ken said they could carve out the project on a site of 2 acres and that infrastructure is built into the price.

Mary asked if we could incorporate green type of renewable energy resources. Ken answered that they always investigate any options and consider the costs. Ken asked if we want to meet a LEED requirement? It is a huge process but is an option. As building codes progress, all building is getting so close to LEED codes that the codes are already met with current energy parameters. Ken said that Wember helps evaluate solar wind and all possibilities. Mary asked about programs and grants like DOLA, but Ken said they have a lot of requirements that add costs but that Wember will make the building as energy efficient as possible. The landscaping will follow city code minimums. Artificial turf was discussed. Mary asked what the next step will be, and Ken told her that there will be a RF for a design team and an RFP for the construction contractor so that they are on track with design. Sarah said that next month the board will be looking at annual budget and the building budget.

- i. Bylaws modified 2nd Reading – Part IV Sections 19-27, VI section 28, VIII Section 32, Part IX Section 33 Teri made a motion to approve the stated sections and Lia seconded the motion. The motion passed unanimously.
- ii. Bylaws 2nd Reading – Sections I, II & VIII Gerri moved that the stated section of the bylaws be approved, Teri seconded the motion. The motion to accept the sections stated passed unanimously.

VIII. New Business

Budget Committee Beth is responsible to appoint the committee and she listed the people who have been on the committee previously. The budget committee needs to meet and talk about the budget pretty thoroughly because when Beth and Gerri were at the HPLD meeting last month they had talked about the projected income going down, but they think it will not be a huge drop. So, the budget committee really needs to look at the current budget and really look at reducing some of the budget items because we aren't going to have that oil and gas and we will be losing part of the mil levy in 2020. HPLD gave the number on the projected adjustment amount of \$96,000,000 in 2021. The district will be down financially, and Beth said we need to be cutting where we can. Gerri mentioned that there is a two-year lag, so we will not really see it until two years from now. Beth said we need to be smart especially with building new library. Beth asked for a volunteer and Lia agreed to serve on the committee. Beth will call her in June.

IX. Development of next meeting agenda

Update building information. Review policy that Sarah mentioned. Annual and building budget discussion. Gerri has a suggestion of donating to school program that the board can discuss. The IGA is in work session and the board will not need to approve but perhaps discuss. Beth was not sure if budget will be on work session or meeting agenda. The building budget will be discussed along with the contracts. Sharon said that discussion for the reception at the quilt show during Trapper's Day is in the works and she will take care of that. Update SRP numbers and events. The writer in residence from Fort Lupton was brought up and Sarah said that they are planning something like a reception for her.

X. Adjourn Beth adjourned the meeting at 7:43 pm.

Next Meeting: June 20, 2019 at 7:00 pm in the library conference room.