

# FORT LUPTON PUBLIC AND SCHOOL LIBRARY BOARD

## Regular Session

Thursday, October 17, 2019 **7:00 PM**

### Minutes

**I. Call to Order**--Ms. Holton called the meeting to order at 7:10 pm.

**II. Roll Call**—Gerri Holton, Teri Kopfman, Sharon Ceretto, Bill Victor, and Lia Inge were present. Mary Flos was absent. The October 17, 2019 meeting therefore had a quorum. Also present were Sarah Frank, library director; and Mary Edens taking notes.

**III. Approval of Agenda**—Sharon Ceretto moved to approve the agenda. Teri Kopfman seconded the motion and it was approved unanimously.

**IV. Approval of Minutes**--September 19, 2019 Lia Inge moved to approve the September 19, 2019 minutes. Bill Victor seconded the motion and it passed unanimously.

**V. Public Comments** No comments

#### **VI. Reports -**

**i. City Report** No one from the city attended to report.

**ii. Weld Re-8 Report** No one from the city attended to report.

**iii. Director's Report** (written)

1. **HPLD IGA**—Sarah Frank said that at the High Plains September 25, 2019 meeting there were various boards and directors that made suggestions and adjustments on the IGA. She went on to say that the final draft should be sent later this week or early next week. When she receives the final draft, she will send it to everyone on the board and the city.
2. **Building update** (also includes public meeting) About 30 people were at the public meeting where they got some good information from community. BRS was asked to compile that data and send it out. The next meeting will be in January. They are making some adjustment to the basic design. Sharon Ceretto asked how many people were from the public and Sarah told her that there were 27 people who were not staff.
3. **Staff Appreciation Lunch** Sarah Frank asked the board to check if the board is free on November 6<sup>th</sup> or 20<sup>th</sup>. Lia said she could not, Teri Kopfman said she could do either, and Gerri Holton said either was okay. It was decided to have a staff appreciation on the 20<sup>th</sup> of November.
4. **Public Meeting Update**
5. **Board applications** 5 applications were picked up. Sarah mentioned that among the applicates were Chantel Hays and Janice Wilken. Sarah hasn't heard from the school board about their decision.
6. **Resignation** Sarah Frank said that Sharon Ceretto had asked if the board had gotten a resignation letter from Beth McWilliams. Sarah continued that a resignation letter can go to the city or school, whoever had appointed the person. It does not have to be sent to everyone. Sarah Frank said that there is no other information and that anything else would be speculation.
7. **Owner's list** Sarah Frank said that Sharon Ceretto had requested a list of the members of the Fort Lupton LLC and she distributed the list. Lia Inge asked if everyone on the list has to agree on decisions and if Kristel Acre, the

realtor, had any concerns. Sarah Frank said Kristel Acre didn't have any concerns and the city attorney didn't either. Kristel Acre did the research about the member list.

#### **iv. Committee Reports**

1. Sunshine Fund (Ms. Holton) Gerri Holton stated the balance of \$41.60. The card and gift for Beth McWilliams was \$29.22. Gerri Holton said that she had four deposits leaving a balance of \$27.38.

### **VII. Continuing Business**

- i. **IGA (City/Re8)** Lia Inge mentioned that plans were discussed in the work shop about a meeting with the city, school and library board. Gerri Holton mentioned that a motion would be needed to contact the city council and school board for an invitation to meet with the library board on the regular board meeting day in January. Gerri Holton asked the board would need to do that on the workshop in addition to the regular meeting or just have one item on the agenda for the meeting. Teri Kopfman asked if there was a contingency if officers were voted in during the last 3 months of the year. Sarah Frank said that the board will still need to vote in January.  
Gerri Holton said the state librarian, Crystal Schimpf, is coming. Sarah Frank said that she is meeting with her on the 25<sup>th</sup> and Sarah will ask her about coming to meet with the board at the November or December meeting.  
The question of whether the meeting with the school board, city council, and the library board an item on the workshop or meeting agenda should be was brought up again. Teri Kopfman thought it would be a pre-meeting or workshop item and members of the board agreed. Teri Kopfman added that in January we might want to start at 6:00 pm instead of 6:30 pm to allow time for the discussion and Sarah Frank agreed. Gerri Holton asked if the invitation to the school and city needs to be in the form of a motion, but Sarah Frank said she didn't think it need to be voted on. Gerri Holton said that in November or December board meeting we will all discuss the IGA and get together our talking points and when Crystal Schimpf, the state librarian, comes in hopefully someone will be here from the city and the school. She continued to ask if the library board should let city or school know Crystal Schimpf from the state library will be here and it was thought that we should let them know prior to the meeting. Gerri Holton brought up the dates of the meeting and asked to prepare a mini agenda or talking points and asked if the request for a meeting with the city and school would be done by herself, Sarah Frank, or the library attorney. Gerri Holton asked whether she or Sarah contacts the attorney. Sarah said she would. The library's attorney will be back this coming week. Sarah Frank will contact the attorney to assist with spelling out and using the best wording for the IGA and the bylaws including the conflicting information currently. Sarah Frank will also ask him if the state library law trumps the IGA. Gerri Holton asked if the attorney could be asked whose attorney is he, the city or the library. Does he have a conflict of interest if he works for the city. Sarah Frank said that Andy Asmus is the city attorney, and

because we are a fiscal agent of the city typically you'd have the same attorney because he's not paid per question, he is on retainer so he would pretty much be concerned everything about the city business. Since we need someone with library expertise, John Chmil was hired. But he and any other attorney would be a sub-contractor to Andy Asmus because Andy Asmus is on retainer. Sarah said that we pay the attorney bills with the library budget. John Chmil sends the invoices to city first then Sarah Frank. Lia Inge was wondering if there is a conflict of interest the way it's set up. Gerri Holton said that when the school had been our fiscal agent, and this was not an issue. Any attorney would have the same issue as being under Andy Asmus. Gerri Holton said that she looked up the definition of fiscal agent and it says they are contracted to perform certain duties and to take care of certain things on behalf of the library and do not take control or authority. Lia Inge said everything she's been able to find says having a fiscal agent does not mean giving away any signatory rights. Gerri Holton said that the discussion with our attorney needs to be an executive session.

Executive sessions were brought up by Gerri Holton who said that the library's attorney said that if the library board has an executive session the city attorney must approve it. Sarah Frank said she normally asks in email and clarified that the board wants the answers in person in an executive session.

Gerri Holton read that at the minimum the meeting agenda must be posted in designated areas within 24 hours. Gerri Holton went on to read that special meetings can be proceed during special or regular meeting upon the approval of the majority of 2/3 members, but at the meeting itself we must vote to go into executive session. Gerri Holton said that the city attorney is saying that we must notify him ahead of time so we can move on. Sharon Ceretto stated that this is the type of situation why we must have everything spelled out in the IGA and Bylaws. Gerri Holton said that it is also important to have the board research for the IGA, bylaws and policies and we need to know what's going on. Gerri Holton continued speaking about the board really thinking about the service plan so that we can answer questions from the public. Gerri Holton said we need to pay attention right now and do things in a real thoughtful and intentional way with respect for all parties involved.

- ii. **Officers** Teri Kopfman moved to elect Gerri Holton as president, Lia Inge as Vice-president, and Teri Kopfman as secretary. Bill Victor seconded the motion and the motion passed unanimously.

### **VIII. New Business**

- i. Request for Reconsideration--Lia Inge moved to deny the request to remove the material from library. Bill Victor seconded the motion. Gerri Holton stated that the motion is to retain the book on the shelves and deny the reconsideration. The motion passed unanimously. Teri Kopfman asked about the other locations this book could be found including the HPLD. Sarah Frank said she will refer to our policy and the how the book was chosen. Lia Inge asked if we as a library report any of the requests for reconsideration to state or national library. Sarah will check on that,

but Lia Inge stated that not many are reported but felt that we should report this request. Teri Kopfman said that she feels that the person needs to be informed that the document is being passed on. Sharon Ceretto asked about the drag queen reading to storytimes. There is no thought of entertaining this happening at Fort Lupton at this point. Gerri Holton asked if we are supposed to have a HS student on the board. Sharon Ceretto asked how much time the HS and MS students occupy the library. Sarah Frank told her that the HS students are here during the day, more MS aged kids are here after school, and there are younger children at the storytimes. Some students after school are using tables or computers for homework, some are here for socialization, and some are waiting for parents to pick them up. We have cards and games in the front area for kids to grab and play.

- ii. **Censorship Policy** Sarah Frank told the board that she has sent the censorship policy to our attorney, John Chmil. She feels that our policy is good, but she has concerns about time lines because at most libraries the director addresses the issue. Gerri Holton said that we may want to add forwarding requests to state library. Lia Inge moved to approve the updated the censorship policy with the amendment. Sharon Ceretto seconded the motion. It was passed unanimously.
- iii. **CAL Report**  
Gerri Holton said that we would add it to the next agenda item for 3-5 minutes.

#### **IX. Development of next meeting agenda**

Building design update

IGA City Re-8

HPLD IGA

State library visit

Staff appreciation will be the day before the meeting. Sarah thought a salad bar and deserts. Gerri Holton asked if she could bake something.

**X. Adjourn meeting** Teri Kopfman made a motion to adjourn the meeting and Bill Victor seconded the motion. It passed unanimously. The meeting was adjourned at 7:48 pm.

**Next Meeting: November 21, 2019 at 7:00 PM in the library conference room.**