

**FORT LUPTON PUBLIC AND SCHOOL LIBRARY
LIBRARY BOARD**

**Minutes for the Regular Session
Thursday, November 21, 2019 7:00 PM**

I. Call to Order--Ms. Holton called the meeting to order at 7:03.

II. Roll Call--Ms. Kopfman took roll. Chantel Hayes, Gerri Holton, Teri Kopfman, William Victor, Lia Inge were present. Sharon Ceretto was excused. Mary Flos was not present.

Also present were Zo Stieber, mayor of Fort Lupton; Matthew Adame from Weld Re-8 school district; Sarah Frank, library director; and Mary Edens, administration assistant taking notes. Guest included attorney John Chmil and Crystal Schimpf from the state library.

III. Approval of Agenda --Gerri Holton would like to add an item about a new board member and the status of the other appointee. John Chmil said that a correction to the agenda is that the executive session should be subsection 4 b not c. Teri Kopfman moved to approve the agenda and Lia Inge seconded the motion. The motion passed unanimously.

IV. Approval of Minutes Bill Victor moved to approve the October 17, 2019 minutes. Lia seconded the motion and it passed unanimously.

V. Public Comments There were no public comments.

VI. Reports -

i. City Report no report given

ii. Weld Re-8 Report no report given

iii. Director's Report (written) Sarah Frank reminded the board of the December 7th event called Santa, Cookies, and Cocoa then she invited board members to volunteer to help. Lia Inge said that she can come, and Teri Kopfman also agreed to attend.

We are teaming up with the school district and HPLD foundation to host a teen program on December 11, 2019 with Laura Brashear. Laura is a resident of Fort Lupton and the writer in residence at HPLD this year. The program is about journaling.

On December 9th, the school board will receive an update from Sarah Frank on the building process and all that relates to the project.

Gerri Holton asked about a number on the 2019 October stats and Sarah Frank said she would fix it.

iv. Committee Reports

1. Sunshine Fund (Ms. Holton) \$27.38

VII. New Business

- i. **State Library** --Crystal Schimpf--Crystal asked if there were any additional questions or comments after her presentation during the work session. She said to reach out to her if any more questions came up and confirmed that the board does have her email to ask for more information. She commented that there is a list for mailings from the state library and took email addresses from the board members who were interested.

Gerri Holton had skipped over the addition to the agenda of the new board member, so she backtracked to welcomed Chantel Hayes. Chantel has lived in the area since 2010, has three children, home schools two children at this time, and has a local business.

Gerri Holton asked if we had heard anything from the city about the reappointment for Teri Kopfman to the library board. Zo Stieber said an application is in order to complete the reappointment. The application is on city web site.

Matt Adame said that there is a new school board, so they are looking at committees and who is available. They will be assigning positions in January. Zo Stieber will come from the city because no one else will come.

- ii. **Executive Session 24-6-402(4) (b) C.R.S.**, to confer with the attorney for the library for the purposes of receiving legal advice on specific legal questions regarding the IGA between Re8 and the City of Fort Lupton, and the attorney's role. Bill Victor moved to enter executive session and Lia Inge seconded the motion. The motion passed unanimously. Executive session began at 7:18 and ended at 8:40 PM.
- iii. **January joint meeting agenda**--There will be changes in library services because of the new building requires a new IGA.

VIII. Continuing Business

- i. **IGA (City/Re8)** --It was decided not to have a committee. Maybe the city will be interested in assisting with the IGA. After the last meeting, the school and city had requested an agenda for January. The agenda items reflect on what Sarah Frank provided today. In the 1976 IGA, the joint library was created but had different wording and information than the 1985 agreement. Teri Kopfman asked if the new building will be addressed in the new IGA. Gerri Holton requested that they review the change in IGA process. Sarah Frank said that the documents explain what the purpose of the library is. Gerri Holton said the new building and changes in this location will require a new IGA. Lia Inge said that because of the new building, she wondered if the current IGA could give a more engaged direction. The school IGA has not been updated since 2013. The original document with HPLD, the city, and school district was in 1985. Gerri Holton said that it should be in the board packet exactly how the joint library was formed. Gerri Holton discussed having the meeting in January and how to deliver the invitation to school district, superintendent, and the city. Matt Adame reports the information from our meeting to the school board.
- ii. **Policy committee** – At the last meeting there was a discussion about policies. The Bylaws are done. It was decided not to have a committee and to work on one policy a month.
- iii. **Building update**--Sarah Frank shared updated plans. The basic plan on the second page is clearer. The office area has been moved around and the teen area was enlarged. Sarah Frank said that there were a couple of questions from city council about a basement and why they didn't plan a safe room. Lia Inge asked if interior space that could be used and that being a public building, they might be able to use restrooms or a storage room for lock down. Sarah Frank said that the dotted line on the diagram will be a gate that retracts into the wall so we can block off the library materials from events after operation hours. There will be a

sliding wall in the community room that will be sound proof. Gerri Holton asked about a flag pole outside. Sarah Frank stated that all the planning is on hold for a moment because we don't have a contract, the developer is thinking about upping the price so we will have to see if we can still afford that location. Sarah Frank continued to say that the number 2 spot is the same developer. Sarah Frank handed out the cost analysis. Sarah Frank is looking at oil and gas revenues and mentioned that it goes down over a 10-year period if the drilling stops. Sarah Frank took everything in our budget out to 2030. After this year's final budget, the numbers will be adjusted. Natalie Wertz at HPLD was largely responsible for the figures in this analysis.

IX. Development of next meeting agenda Teri Kopfman's appointment for to city council. Library has its own form for appointments and the city's form is on their website. The board asked Sarah to draft a letter to the city highlighting Teri's value to the board. Lia is voted in by the board so she will not need to be approved again by the city or school. Gerri will sign a letter of recommendation and Teri will bring the application. Policy. For January meeting have 1976 Joint Agreement, 1985 HPLD docs, 2003 IGA, 2007 IGA, 2013 IGA termination. John Chmil will send the amendments the board had requested to Sarah Frank. Building update. The board and library will provide treats for the December meeting. The library will have the Keurig available. Bill will not make December meeting.

Gerri Holton asked if we could set a date for the Long-Range Plan. Sarah is meeting with Matthew Hortt from HPLD tomorrow and HPLD has a lot of the data. Perhaps the LRP can be worked on early in the year, probably in February. Gerri asked the board members to look at their calendars and email Sarah with times that would work for them and Sarah will get Matthew Hortt's schedule to set a meeting time.

X. Adjourn Bill Victor made a motion to adjourn, and Lia Inge seconded that motion. It passed unanimously.

Next Meeting: December 19, 2019 at 7:00 PM in the library conference room.

Respectfully submitted by Mary Hoffman Edens