

FORT LUPTON PUBLIC & SCHOOL LIBRARY BOARD

Minutes

Thursday, September 17, 2020

- I. **Call to Order** Ms. Holton called the meeting to order at 6:35 pm.
- II. **Roll Call** Ms. Kopfman called roll. Members in attendance virtually were Gerri Holton, Lia Inge, Teri Kopfman, Sharon Ceretto, Mary Uhl, and Chantel Hayes.
Also, virtually present were Matt Adame of the Weld Re-8 school board, FLP&S library director Sarah Frank, and Administration Assistant Mary Hoffman Edens taking notes.
- III. **Approval of Agenda** Gerri Holton had a question regarding a safety policy and contact tracing being included at this meeting's agenda. Sarah Frank said it wasn't on the agenda since the attorney said that he is not aware of other libraries having that type of policy and that the city is not doing it. **Sharon Ceretto made a motion to approve the agenda. Teri Kopfman seconded that motion and the motion passed unanimously.**
- IV. **Approval of Minutes August 20, 2020** Lia Inge made a motion to approve the August 20, 2020 minutes and Sharon Ceretto seconded the motion. **The motion passed unanimously.**
- V. **Public Comments** No public comments.
- VI. **Reports**
 - i. **City Report** No one from the city was in attendance hence there was no city report.
 - ii. **Weld Re-8 Report** Matt Adame reported about filling the vacancy on the library board and he said that there were many people that applied previously but this time that was not the case. Matt Adame said he followed up on the library board's recommendation and contacted the people who recently applied but they were either not interested or didn't follow up. Matt Adame continued to say that the school board received an application from Sharon Day, and they will most likely approve her at the school district's meeting on September 24th. Matt Adame also said that he followed the library board's suggestion to reach out to Alan Kaylor about having the school district's attorney contact the city's attorney regarding the IGA and the school attorney has contacted the city's attorney.
Matt Adame also shared that he will be serving as the representative on the HPLD High Plains Board of Trustees nomination. Matt Adame asked Sarah Frank if she knew who will be running for the HPLD board and Sarah said she will find out who is running and get back to him. There is a meeting on October 16th at 1:00 pm to 3:00 pm in Greeley and he would like input on who the FLP&S board would recommend.
 - iii. **Director's Report** Sarah Frank reported that she had reached out to a sculpture cleaning company for the sculpture on the east side of the library near the entrance. The company is run by siblings of the person who created the sculpture and Sarah had requested a quote for cleaning, but she had not heard back from them yet. Sarah Frank mentioned that we might wait to decide to have the statue cleaned until we know if we will be moving it.
Sarah Frank said that the Quilt show has had 217 viewers, with 160 unique visits which means people went back to look at the quilts. Currently the quilt show is ranking 6th out of all the city pages so that's really good.
Gerri Holton had questions about the financial statement and numbers of library usage. Gerri Holton asked if there will be an increase on programing and what is the plan to start programs again. Gerri Holton said she noticed that lending materials is about the same, but program numbers decreased a lot. Sarah Frank said that people aren't as keen on virtual programming especially because they and their children been doing so much screen time during COVID-19. Sarah Frank said that we will be moving furniture out of

the fire side area so we can have up to six people in that area for a book club in person. Sarah Frank said that we are not going to have in-person programs right now.

Lia Inge said she likes the take and make materials and she is glad that people are coming in to pick up them up indicating that there is interest in those materials. Sarah Frank that they are doing more take and make kits and that there is a list of past, current and future kits in her director's report. The library will be trying out more educational programs such as information on Medicare. Jacquie Kowalczyk, our Adult/Teen librarian, has some more presentations planned for October. Gerri Holton said that she appreciated when the library connected with the food service program and suggested to continue that partnership so we can reach more people. Sarah Frank informed the board that the library has donated gently used books to the Blessing in a Bag group for distribution.

Gerri Holton asked about the budget and the interest earned that has increased quite a bit. Sarah Frank said that it may be an error or from moving funds to Colotrust and she will check with Leann Perino, the city financial officer or Chris Cross the city manager.

iv. Committee Reports

1. Sunshine Fund (Ms. Holton) \$29.60 unchanged.

VII. New Business

- i. None

VIII. Continuing Business

- i. **Board Vacancy** Sarah Frank said that Matt Adame talked about that topic and that the school district will probably approve of Sharon Day's appointment to the library board at their next meeting.
- ii. **Virtual Art Show** Sarah Frank shared that the advertisements for the art show are up and thanked Ryann Money for her great work. People will be able to upload pictures on October 1st through the 23rd and they can submit up to 2 pieces including 3-dimensional creations. The show will run from November 6th to the 20th. Sharon Ceretto asked if participation is limited to Fort Lupton and Sarah Frank said it includes the school district area which is our service area. Teri Kopfman said that it's our community show and that's our community. Sharon Ceretto said that UNC does 3-4 shows a year and Brighton does also and there is an exhibit now at the armory. Teri Kopfman said maybe if the art show does well, we could eventually host a regional art show.
- iii. **HPLD IGA Sarah** Frank said she is aware of only one change in the wording of the IGA which is the last sentence stating that the library board will be made aware of the IGA at the time of renewal. Sarah Frank continued to explain that Andy Asmus has been talking to school district and that the city has the wording of the document where they want it. The city mentioned taking it for approval at the next town council meeting. The school district should be getting the IGA from their attorney soon and they have also been made aware that the city is taking it to the town council.

Gerri Holton said that the FLP&S library board is not signing on the IGA so the only suggestion she would have is to strike the word "advisory" from the IGA concerning the library board. Gerri Holton continued to say that on the fourth "whereas" of the IGA it states to maintain local control a local board will be in place. Gerri Holton feels that the language could be confusing, and it should just say Fort Lupton Public & School library board. Sarah Frank asked if everyone agreed and they did, so she said that she will send the recommendation to Andy Asmus, but it is up to the city to take any wording out of the IGA. Gerri Holton asked if this is a memorandum and Sarah Frank said it is part of the IGA. Gerri Holton said she didn't get to look it over very much, so she'll contact Sarah if

she has any questions and mentioned that board members may want to do the same. Gerri Holton asked if the board needs to vote on this and Sarah Frank replied no.

- iv. **Budget Committee** Lia Inge said that the library board members should have gotten a copy of the budget and as normal throughout the years anything that falls under salary and wages automatically comes from the city. Lia Inge continued to say that Sarah Frank does the hard work along with and librarians on getting these exact numbers. Then Lia Inge focused on the new item, COVID-19 expenditures and said that the library has already spent over \$5,000 on various expenses. Lia Inge said that Sarah Frank had upped the COVID-19 2021 budget to \$10,000 but Sharon Ceretto and Lia Inge suggested to increased it to \$15,000. Lia Inge said that the committee is hoping that we don't need that much for COVID-19 costs but depending on how long the situation goes on we must follow COVID-19 CDC guidelines. Lia Inge added that there may be COVID-19 items that need replaced or unforeseen expenses.

Lia Inge continued to say that they recommended that Sarah withdraw funds from accounts for children's books in the amount of \$6,000. Lia Inge said that the only budget amount that is higher for the 2021 budget is the contractor fees and she added that goes back to COVID-19 and uncontrolled expenses. Lia Inge said that the committee was concerned that if Weld Re-8 gets in a money situation and the students aren't being allowed to use the library, the committee wanted to guarantee that the library would be able to take care of the cleaning and sanitation of the library. Lia Inge said she, Sharon or Sarah would do their best to answer any questions if there are any.

Sarah Frank said that the city requested reductions in the budgets at the beginning of the COVID-19 pandemic and she had already decreased the budget for audiobooks, video tapes and audio-visual materials. This deduction is due to the streaming availability through High Plains, over drive, and Hoopla. Gerri Holton said she knows that everyone is looking to downsize but she wants to keep an eye on services hours, materials, and programs the library provides. Lia Inge told Gerri and the group that there have been changes in the criteria for outreach programing. Sarah Frank said that according to the state, outreach is when we have a table with information or giveaways at events or functions. Sarah Frank said that our librarians stated they could still do outreach adequately with the funds that are being proposed. Outreach statistics will only be accumulated when we are having a table or booth but not for school visits with programs.

Sarah Frank said that the Summer Reading Program budget has dropped down because we have joined High Plains and the costs have significantly decreased.

Gerri Holton said she would encourage Sarah to make professional development a priority and she was concerned that there was nothing in the professional development budget. Sarah Frank said that with COVID, we are not sending staff for training, that the virtual conference fees are reduced, and there is no travel or motel expenses. Gerri Holton expressed her concern that development is an important for the staff. Sarah Frank said if COVID-19 diminishes and things become more normal next year we could transfer some COVID-19 funds to staff development.

Sarah Frank said the committee looked at trust funds and they are suggesting withdrawing \$6,000 from the Benjamin Brown fund and deposit the funds into the general fund checking account to spend it on children's books as was originally intended. Sarah Frank said she might need to supplement the art fund if the cleaning cost of the statue is over that budget. Sarah Frank suggested that the main accounts that are not restricted could be moved out of the restricted line item and transfer the interest to the Andrew Sharp account for the art fund. This could help pay for the statue cleaning if the cost exceeds the

budget or the funds could be used for capital in new building. Sarah Frank continued to say that the Leona Brown account hasn't been restricted for many years, so she suggests moving those funds into one fund to clean up that account. Teri Kopfman said that if the bronze sculpture is moved the new library, there will be costs and perhaps the funds could be used for that project. Sarah Frank said that the main thing is to decide to move funds out of restricted accounts and simplify them by transferring them into the Andrew Sharp and Leona Brown accounts, then if we want to supplement the art fund or spend on capital items the board could decide to do that at a later date. Sarah Frank continued to tell the group in the past the board would vote to spend money on certain things, but the funds were never moved from the trust funds into the general funds. Lia Inge suggested that funds could be combined into one account, the Andrew Sharp account, which is money that should have been moved long ago. It was discussed that previous boards voted to spend money for capital projects, but the expenditures came out of general funds.

Sharon Ceretto stated that she believes that the board wants good tracking on money. Gerri Holton asked about creating a policy for trust accounts stating that previously the director would bring information to the board about maturing accounts and they'd decide what to do. Gerri Holton continued to say that she really likes the organization the committee proposes. Sarah Frank said that there are no maturity dates in Colotrust, but we do need to move funds out of restricted.

Gerri Holton asked about keeping the original names on the accounts. Sarah Frank said that the moneys that went to Colotrust have an account number now and they are not called by the person who donated the funds. Sarah Frank said our paperwork could keep the original names but that Colotrust accounts are strictly numbers. Sharon Ceretto said we could coordinate the account numbers and names to report the balances and expenditures and that it's important to agree on the \$6,000 for children's books. Teri Kopfman asked if spending the money on children's books would be done now or when we move to the new library to purchase books or materials for the children's area and Sarah Frank said that Benjamin Brown funds are to be used only on children's books.

Sarah Frank said that there are six accounts the board needs to focus on; three of Leona Brown that would be merged for possibly capital funds because they should have been used before while keeping her name on it, and then merging the three in blue that are under Andrew Sharp for cleaning the sculpture or capital projects. Lia Inge said that the only one that's restricted to a specific item is the Benjamin Brown funds and Sarah Frank added that the art fund is also restricted. **Teri Kopfman moved to condense the three Leona Brown into one fund and the three Andrew Sharp into one fund. Chantel Hayes seconded the motion and it passed unanimously.**

There was a discussion about moving the \$6,000 funds from Benjamin Brown funds to the general fund and Mary Uhl asked a question about our ability to write a check from funds or need to move it? Sarah Frank said we must move it; we can't write a check for it. Mary Uhl asked if there was a time frame on this process and when the funds would be moved. Sarah Frank said we could ask to have it moved in January 2021. **Teri Kopfman moved to transfer \$6,000 out of the Benjamin Brown fund into the general fund for the 2021 budget. Chantel seconded and the motion carried unanimously.**

After a brief discussion, Sarah clarified that the funds were not restricted but the board needed to decide on **where** the funds should be placed which they just did. Sharon Ceretto said that the discussion of the funds included the identification of when the funds will be spent on and what the funds are being used for. Gerri Holton said developing the trust fund policy will spell out the specific information will assist in that goal.

- v. **Audit Committee** Sarah Frank asked for a vote on the audit policy she sent to the board. **Lia Inge moved to approve the new additional audit policy as part of our policy and bylaws; Teri Kopfman seconded the motion. The vote was unanimous, and the motion carried**
- vi. **Land/Realtor Contract** Sarah Frank said that the city approved the realtor's contract on Tuesday, and it was signed today. Sarah Frank continued to say that she notified Kristel Acre today that it was signed so she and Kristel will probably get together in last week of September to discuss moving forward.
- vii. **Strategic Planning Committee- Strategic Policy** Sarah Frank had sent out the policy. **Lia Inge made a motion that we adopt strategic plan policy. Sharon Ceretto seconded the motion and the motion carried unanimously.**

IX. Development of next meeting agenda

- New board member introduction
- Art show update
- Strategic update
- Audit committee update
- Land update
- HPLD IGA update
- Discussion with board members who have fulfilled their appointment timeframe in December and ask if they want to continue to serve on the board.
- Trust policy will be on the agenda in November, so the committee has more time to meet
- Quilt show update will be in director's report.

- X. **Adjourn Lia Inge moved that the meeting be adjourned, Sharon Ceretto seconded the motion and the motion carried unanimously. The meeting was adjourned at 7:43.**

Next Meeting: October 15, 2020, 2020 at 6:30 PM in the library conference room.

Respectfully submitted by Mary Hoffman Edens.