

## FORT LUPTON PUBLIC & SCHOOL LIBRARY BOARD

### Minutes

**Thursday, October 15, 2020**

**I. Call to Order** Ms. Holton called the meeting to order at 6:30 pm. Sarah Frank introduced Sharon Day to the board. Sharon Day is the new library board representative for the school district.

**II. Roll Call** Ms. Kopfman called roll. Members in attendance were Gerri Holton, Lia Inge, Teri Kopfman, and Sharon Day. Attending virtually was Chantel Hayes, Sharon Ceretto, and Mary Uhl.

Also present was the FLP&S library director Sarah Frank and people virtually present were Matt Adame of the Weld Re-8 school board, FLP&SL staff Ryann Money assisting with the GoToMeeting website, and Administration Assistant Mary Hoffman Edens taking notes.

**III. Approval of Agenda** Sarah Frank requested to add a budget line as number one under continuing business on the agenda. **Lia Inge made a motion to approve the amended agenda and Teri Kopfman seconded the motion. The motion carried unanimously.**

**IV. Approval of Minutes September 17, 2020** Teri Kopfman made a motion to approve the minutes from the September 17, 2020 meeting. Sharon Ceretto seconded the motion. **The motion passed unanimously.**

**V. Public Comments** There were 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 asked Sharon Ceretto if she wanted to continue to serve as the school district's representative on the library board and Sharon Ceretto said that she would like to remain. Matt said that on October 22nd at the meeting the school board will reappoint her. Matt continued to say that the school board is planning on signing the HPLD IGA at the October 22nd meeting as well. Sarah Frank confirmed that the correct wording for the school district will be "Weld Re-8 school district" with Matt who said that was correct and that they want to standardize the title of their identity.

Gerri Holton asked Matt Adame if he had any comment on the last school board meeting concerning the library discussion. Matt said that he was shocked with what happened, he was not aware of what all was going on, and that he was surprised as well. Matt said that at the previous school board workshop the board discussed what would happen with the space where the library currently occupies when the library builds the public library and who would be responsible for the remodeling expenses.

**iii. Director's Report** Sarah Frank had a couple of things to add to the written report. She said that the sculpture has been cleaned and waxed and that it took shorter than estimated so the cost was \$450 instead of the original quote of \$500. They also included suggestions for future maintenance in their report.

Sarah added that she has hired an Assistant Director, Thomas Samblanet who will start on Monday and Sarah gave some background on him.

Sarah Frank also reported that the art show has not had much participation yet. She is hoping that people are waiting until the deadline is closer and urged everyone to encourage any artists they may know to submit their artwork. Sharon Ceretto wanted to confirm that each person can submit two pieces to the art show.

Sharon Ceretto continued to express her appreciation for the library staff who have been working hard to provide services and who have done a fantastic job through this pandemic. Sharon Ceretto also thanked Sarah Frank for all that she does.

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

1. Sunshine Fund (Ms. Holton) \$29.60 unchanged. Gerri Holton suggested providing the staff with something to show the board's appreciation. The discussion followed about what to provide and whether the board would be present. Gerri Holton thought that the board would probably need to donate money to the Sunshine funds after the staff's treat had been purchased.

#### VII. New Business

i. None

#### VIII. Continuing Business

**i. Budget** Sarah Frank shared that to reduce the budget, positions that have been vacated have not been yet filled because it's slow. Sarah said currently if any staff is on vacation or sick it leaves the library short staffed. HPLD has a substitute pool but our budget would need a line item for substitutes. Sarah said the library will need to add a temp service line item on the budget of \$20,000. She asked the board to vote on this so that when she goes to the budget retreat on the following Saturday, she can add that to be approved. These subs are trained by HPLD. **Teri Kopfman made a motion to add Temp Services of \$20,000 to the proposed budget. Lia Inge seconded the motion and it passed unanimously.**

**ii. HPLD IGA** Sarah said in Matt's report it sounds like the school district is going to approve the HPLD IGA, but the city has requested more time to look it over. Gerri Holton asked if the city is reaching out to Sarah for more information and Sarah said they are discussing it among themselves. Gerri Holton asked if members of the library board should attend the city council meeting. Sarah Frank said she is planning on going to the meeting, she will find out more and share that information with the library board members. Gerri Holton asked about the year stated on the IGA document and Sarah told her that it would be changed as the agreement will probably be approved in December 2020 so it would need to be the year 2021.

**ii. Audit Committee** Lia Inge said that she has a couple of questions pending with Leann Perino on the 2019 audit. Lia Inge further discussed the categories that she was concerned about and need clarification. Lia Inge continued to say that the city is going to liquidate their compensated absences and she would like to ask if what is involved with that and if library should also be doing it. The last question Lia Inge had was about the titles of categories for FLP&S library and at the back of that information it states the city of fort Lupton instead of the library. Lia Inge feels that it may be a mistake on the document,

but it definitely needs clarification. Gerri Holton said that if anyone has any questions please send them to Lia Inge or Sarah Frank.

- iii. **Land update** Sarah Frank said that she was able to confirm that the three parcels of land the board has been interested in are still available, but prices are going up. Sarah Frank continued that we have not gotten all the price structures back yet and the shape of the cannery property is different than originally thought. Sarah is hoping that by the next meeting she will have all the prices and the pluses and minuses of each location such as easements or restrictions on entrances or exits. Sarah will have a meeting with the building team next week including one of the developers to find out design layout and easements. The design team and owner's rep will discuss if any pieces will not be suitable.
- iv. **Building project** Sarah Frank said she wants to have a clear message from the board whether they want to move ahead with the build for the budget meetings this weekend. Teri Kopfman said yes, and that she thinks the plans for the public library should move forward. Lia Inge agreed and stated that land and construction costs are not going to get cheaper. Sharon Ceretto said yes, we should continue the project and Mary Uhl agreed. **Teri Kopfman made a motion that once the land has been purchased, the library should move forward on the building development. Lia Inge seconded the motion.** There was discussion about sharing information with the school board. **The motion passed unanimously.** Sarah added information about the official valuation for next year's income from the mill levy.
- v. **Strategic Planning Committee** The committee will be meeting Thursday the 22<sup>nd</sup> of October. The board discussed the current long-range plan and what was done to achieve that plan. Sarah Frank has meeting with AIMS and hopes to get ideas from them about their needs. She is also going to talk with Weld employment. Gerri Holton wants to talk with the school district to include them with the plans of the library and she wants them to be more involved with the business of the library.

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

- Everything that is on the agenda today
- City's appointment with Mary Uhl leaving the board. Gerri Holton asked Mary if she would consider making a statement with her thoughts about serving on the library board. Mary Uhl said she will give it some thought.

**X. Adjourn** Sharon Day made a motion to adjourn the meeting. Lia Inge seconded the motion. The motion to adjourn passed unanimously. The meeting adjourned at 7:22 pm.

**Next Meeting: November 19, 2020, 2020 at 6:30 PM in the library conference room.**