

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

Thursday, February 18, 2021

I. Call to Order –

Ms. Inge called the meeting to order at 6:31 pm.

II. Roll Call –

Present at the virtual meeting were Lia Inge, Gerri Holton, Teri Kopfman, and Sharon Ceretto. Sharon Day was absent, and Chantel Hays was excused.

Also, virtually present were Matt Adame the Vice-President of the Weld Re-8 school board, Sarah Frank the FLPS Library Director, and Mary Hoffman Edens the library administrative assistant.

III. Approval of Agenda

Sarah Frank asked to add **complaint process** as #iii of new business. **Gerri Holton made a motion to approve the agenda as amended. Sharon Ceretto seconded that motion. The motion was passed unanimously.**

IV. Approval of Minutes

Teri Kopfman asked for a correction to the January minutes. Teri checked the amount that Forlurado will be donating and it is \$4,500 for art for the public building not \$4000 as stated in the minutes. **Gerri Holton made a motion to approve amended the January 21, 2021 minutes. Sharon Ceretto seconded the motion. The motion passed unanimously.**

V. Public Comments No one from the public was in attendance hence there were no public comments.

VI. Reports -

i. City Report No one from the city was in attendance therefore no city report given. There was a discussion about reaching out to the city to see if there would be someone designated to give a city report because there has not been anyone to give a city report for quite some time. It was suggested to ask Mayor Zo Stieber and Mari Pena to consider designating a representative from city council to attend the library board meetings.

ii. Weld Re-8 Report Matt Adame gave the school district report. Matt said that Superintendent Kaylor has taken a leave of absence. Jim Roedel and Marci Hester oversee his duties until Alan Kaylor returns at the end of March.

iii. Director's Report (written) Sarah Frank added verbally to her written report. Sarah said that a Fort Lupton Press newspaper article stated an incorrect location for the potential new building. Sarah clarified the location of Vincent Village is at Highway 52 and Rollie Avenue not Highways 52 & 85, and she said the correct information is posted on the website and announced at public meetings.

Sarah had sent the State Library board training options in the packet. The training can be virtual or in person in Greeley at the DSS building. The sessions will not be recorded.

Sharon Ceretto asked if Sarah reached out to Steve Smith, the Fort Lupton Press editor, for a correction. Sarah said that she was advised to contact the newspaper only when the corrections are of the most importance as there is often misinformation reported. Teri Kopfman

added that she saw that Steve took another position, so she wasn't sure if he was at the press in that capacity.

iv. Committee Reports

1. **Sunshine Fund (Ms. Holton) \$0 Balance.** Gerri Holton said that she would be purchasing something for Chela Balderrama who is retiring from the library after 26 years. Gerri said that she will pick up something for Chela and if the board wanted to donate, funds could be collected by Sarah at the library. Sarah Frank mentioned that there will be a reception for her on Friday from noon to 3:00 pm at the library. Teri Kopfman said that she will try to come, and Lia said she is planning to come after work. Sarah said that Chela received acknowledgment and a gift at her 25-year anniversary by the city. The board was happy to hear that Chela has recorded many children's books in Spanish that will be online for six to eight weeks to come. Sarah said that Chela's job is posted internally, and interviews are scheduled. Sharon Ceretto asked how many full time and part time staff are employed at the library. Sarah Frank said there are five 40-hour staff, two 32-hour staff, and two half-time staff. Gerri asked if the position will be bilingual and Sarah said it is preferred but not required. Currently, there is one person on staff who speaks Spanish.

VII. New Business

- i. **Financial Statements** Unfortunately Leann Perino, the city's Financial Officer, had a meeting conflict and was unable to attend. Leann provided some answers to the board's questions on a document shared in the packet. Lia Inge had noticed that the budget for COVID-19 was \$0 and she confirmed with board members that they had approved funds for this. Sarah said that the city council had removed department budgets in lieu of receiving a grant to cover unbudgeted COVID-19 expenses. Lia asked if Leann was coming next month or sometime in the future. Gerri asked about the city expenses in the financials and she requested an explanation for the amounts. Sarah said she would ask Leann to place a description on the statements.
- ii. **Trust Funds** Sarah Frank led the discussion about the library's trust funds. She shared her screen to display the spreadsheet she is making to summarize the trust fund transactions. Sarah said she will share the spreadsheet with the board, and it will be available in Mary's office. Sarah continued to describe and explain the column titles, descriptions, and tabs. Gerri Holton asked if the current trust fund process can be nailed down and clear for future boards such as in a policy or a document to show what is being done now. Lia Inge said through the Gift Policy that was discussed last month the giver can designate how funds are spent. Lia asked if there would be a binder that board members could see what's going on and Sarah said a binder is available for the boards viewing. Sharon Ceretto said years ago when the board was governing they could decide what to do at any time. Gerri Holton confirmed that the board did not ask for approval from anyone. Gerri Holton said that the situation is contentious, and she communicated about the difference between governing and advisory of which she's not concerned, the board had greater

duties than what has been identified and Sharon Ceretto added to that discussion. Sarah Frank said in November of 2013 the new IGA between the city and the school district changed the board from governing to advisory. Lia Inge asked Sarah to create a document about how things are done now and suggested to review a procedure document at a future meeting. A discussion followed about the duties that are currently done by the FLPSL board. Sarah Frank asked the board members if the trust funds are what the board wanted her to write about and Sarah added that the trust fund money is part of the library budget. Sarah said that Capital Projects need to be approved in the previous year as part of the city's budget.

- iii. **Complaint process** Sarah Frank shared a document that she wrote about how complaints currently are dealt with and then she described the process. Sarah Frank said that there is a form online to print or a hard copy is available at the library now and added that no anonymous complaints are accepted. The library director receives the complaint and then finds a resolution or, if necessary, they would bring it to the board. Sarah Frank explained that on the website under HOW TO there is a complaint form that can be printed and submitted at the library. Any personnel issues go to director and then the city administrator, but not the board. A chat developed about how other entities including HPLD manage complaints. A conversation followed about previous complaints and how they were handled.

Another discussion pertaining to whom the letter is addressed to and who will open and read it occurred. It was suggested to contact the attorney to ask who should open letters and how the letters should be dealt with and/or shared.

There was another talk about having the complaint forms along with suggestions, concerns, and praises forms available for patrons.

VIII. Continuing Business

- I. **Strategic Planning Committee** Teri Kopfman said that the committee reviewed and discussed possible changes to the strategic plan. Sarah Frank said that our strategic plan already mirrored the current library standards. The committee found that we already do some well and will not include the things we already do. Gerri Holton said that they will be working on the fifth step and looking at other entity's strategic plans in March.
- II. **Art Policy** The art policy was discussed at the January meeting. Sarah sent the revised copy from last month. **Gerri Holton made a motion to approve the art policy Teri Kopfman seconded the motion and it passed unanimously.**

Some of the board wants a printed copy of the policies. Sharon wants hard copy with date on it. Lia, Teri, and Gerri requested an electronic copy.
- III. **Short Take Training Video** Sarah Frank was going to share a training video but requested waiting until the other members were present.
- IV. **Executive Session - Section 24-6-402(4)(a), C.R.S., for the purpose of discussing the possible acquisition of real estate for a new public library site and pursuant to Section 24-6-402(4)(e)(I), C.R.S., to determine negotiations strategy and instruct negotiators on the possible acquisition of real estate for a new public library site.**

Teri Kopfman made a motion to begin the executive session. Gerri Holton seconded the motion and the motion passed unanimously. The board went into executive session at 7:47 pm.

Sharon Ceretto made a motion to adjourn the executive session. Gerri Holton seconded the motion and it passed unanimously. The board started the regular session at 8:18 pm.

Lia Inge made a motion to authorize Kristal Acre to negotiate an offer for the parcel of land behind the Grease Monkey with a cap of \$795,000. Teri Kopfman seconded the motion. The motion passed unanimously.

IX. Development of next meeting agenda -

- Gerri Holton asked Sarah about a special meeting if needed
- Training video
- Land update
- Strategic plan
- Policies
- Hard copy of ground for building site for Sharon Ceretto to pick up tomorrow
- Process for trust funds

The board requested that the complaint process be send out.

X. Adjourn Lia Inge made a motion to adjourn the meeting. Sharon Ceretto seconded the motion. The motion to adjourn the meeting passed unanimously. The meeting was adjourned at 8:24 pm.

Next Meeting: March 18, 2021 at 6:30 PM.

Respectfully submitted by Mary Hoffman Edens