

Fort Lupton Public and School Library
Board Meeting Minutes
February 15, 2018

- I. **Call to Order** Chair Beth McWilliams called the meeting to order at 6:30 pm in the conference room at the library.
- II. Confirmation of Beth McWilliams reappointment to the board. The new RE8 Ex-Officio Matthew Adame was introduced.
- III. **Roll Call** In attendance were
 - a. Beth McWilliams
 - b. Jesse Campbell
 - c. Teri Kopfman
 - d. Victoria LeMay
 - e. William Victor

Trustees excused from the meeting were Misty Kirschenman and Sharon Powell-Ceretto

Also attending were Claud Hanes from the city of Fort Lupton, Sarah Frank the Library Director, guest Janice Wilkin, and Mary Hoffman Edens taking notes. Susan Browne from WELD Re-8 School Board of Education was in attendance and introduced Mathew Adame as the current Ex-officio from the school district.

- IV. **New Officers** Teri announced that Misty and she, the nominating committee, offered the President position to Beth McWilliams who accepted that title. They also offered the position of Vice Chair to William Victor who accepted, and they offered the Secretary rank to Victoria LeMay who also accepted. A discussion followed about other board members and that they could still volunteer for an officer position. Teri moved that the all officer appointments be accepted and William seconded that motion. All positions were voted upon individually and were approved as follows: Beth will retain the President position, Vice-Chair is William, and the Secretary will be Victoria for the 2018 until December when new officers will be appointed. Beth mentioned that if there are any additions or concerns about the agenda they should be brought forward to the board prior to the approval of the agenda. Once approved, the agenda will be followed. Program ideas and changes should be brought to the director to approve and who will work with concerned individuals, staff and/or other entities. Sarah will then inform the board of the events or changes in the director's report.
- V. **Approval of Agenda:** Victoria moved to accept the agenda, William seconded the motion that passed unanimously.
- VI. **Approval of Minutes:** Jan. 18, 2018--The bylaws state that the new appointments should be in January and the minutes will be changed to reflect that fact. Teri moved to approve the minutes as amended, William seconded and the minutes were approved.
- VII. **Reports and Correspondence**

- i. **City Report**--Claud introduced himself to the new board members. He continued his report saying that next Tuesday council meeting is when they will be considering the Century Homes SIA and the plan to build 126 homes in the golf course location. They will also be approving expenditures for Northern Water to design a pump station for a well water line that will serve several cities east of Fort Lupton. The city is continuing with their week four of the reservoir construction and the water treatment plant to store well water for processing. The city has been relying on Carter Lake but with the new reservoir there should be a 6-12 week back up supply. The property across the street from the library has a contract on it for 2.5 acres. Beth asked about Fulton village and Claud told the group that the planning of this area is uncertain now. Ex-Officio from city has been discussed at city hall but no one has been approved for the position yet.
- ii. **Director's Report:** The director of HPLD has been chosen and Sarah was satisfied with selection that will be announced next week. The school district's Art Show Team met in December and want to rotate location at all district locations. This year it will be at Twombly. Sarah also mentioned that the door count counter is not accurate but counts are to see if attendance is up or down.
- iii. **Committee Reports:**
 - 1. **Sunshine fund** (Ms. Kirschenman) --\$21.50 is left in the sunshine account. Misty bought a greeting card and a gift card for Carol to acknowledge her service on the board.

VIII. New Business

- a. Board training April—The board training will not be available in March and is scheduled for April 5th, 2018 at 6:00 pm. The board was asked to email Sarah if they are available. Misty and Sharon will be contacted to see if they can attend the training that evening. Victoria, Jesse, Beth, and Teri confirmed that they are free that evening.

IX. Continuing Business:

- a. Additional Library building-report from Jesse. Jesse ran the numbers for the Fall 2017 survey and received confirmation that it was also available in Spanish. He suggested that we plan a new building but have a new survey about exactly what services are desired by the population. A discussion followed about the library services, security, traffic, and all possible locations. After discussion, Beth moved that Sarah work on cost and locations and Bill seconded the motion then the motion passed. The water sewer, and utilities costs were also discussed. A building committee was suggested and Beth moved that we form group to gather information, Bill seconded, it was voted on, and passed. The committee will consist of Victoria, Jesse, Misty, and William. Sarah will meet with the committee prior to the next meeting and there were suggestions on the time and days of those meetings. There was more discussion on other locations and how all of the properties will need

water and sewer and those costs will be determined by the distance to a main line. Sarah asked Claud about the costs for bringing water and sewer and his answer was that it would depend on the site. They discussed a parcel of land south of Salud Clinic. Access, utilities, sewer, water, and storm will need to be considered on any site. Bill voiced his concern that it would be good to choose a location away from major traffic. The B&G club is planned to be on the southern portion of the community building.

- b. Summer 2018 construction—Sarah confirmed that we can use the MS cafeteria and two rooms for patrons and staff. IT departments from HPLD and Weld RE8 are working together for the technology. We have not gotten confirmation on book mobile coming to Fort Lupton. We will be providing programs at rec center for some programs including book clubs, Friday night programs and story times. Marketing was a concern and Sarah mentioned that there will be articles in the newspapers, we will be notifying kids through the weekly folders the schools send home. We will have banners at the library to inform the public. We will still be holding book clubs and are pleased to be able to give a book to each student that is going into 6th-12th grade. Facebook issues are being worked out and it will need to be shut down for a bit. Our Summer Reading Program will start on May 22 and end on June 15th. The library will start packing up the following week. Construction starts on the 25th and the construction company has said that they will assist the library with moving. They will also be taking out the swinging gates as they are not ADA compliant.

X. Development of the next meeting agenda: Building, updates on construction and marketing ideas, training, new HPLD director, HPLD services report.

XI. Adjourn: Beth adjourned at 7:33 pm

Next meeting: March 15, 2018

Respectfully submitted,
Mary Hoffman Edens