

Fort Lupton Public and School Library
Board Meeting Minutes
April 19, 2018

- I. **Call to Order** Chair Bill Victor called the meeting to order at 6:30 pm in the conference room at the library.
- II. **Roll Call** In attendance were;
 - a. Misty Kirschenmen
 - b. Teri Kopfman
 - c. Bill Victor
 - d. Sharon Powell-Ceretto
 - e. Absent-Beth McWilliams excused
 - f. Absent-Victoria LeMay excused
 - g. Absent-Jesse Campbell
 - h. Also attending were Sarah Frank the Library Director, Matthew Adame the Re-8 Board of Education liaison, Claud Hanes from the city of Fort Lupton, and Mary Hoffman Edens taking notes.
- III. **Approval of Agenda:** After the board members reviewed the agenda Teri moved that the agenda be approved, Sharon seconded the motion and it passed.
- IV. **Public Comment** No one signed up for comment.
- V. **Approval of Minutes:** March 15, 2018 minutes Sharon moved that the minutes be approved as presented, Teri seconded the motion and it passed unanimously.
- VI. **Reports and Correspondence**
 - i. **City Report** Council approved Baselite Concrete Company building between County Road 10 and County Road 8 on the east side of the rail road tracks. They will be producing precast concrete materials. Summit Body that is on county road 8 is hiring and hope to be open in July. The city attorney is working with the school district's attorney on two MOUs with Weld RE8. One is for SRO (School Resource Officer) for next school year. The other issue is for a program called the CIVIC League that is a notification center for the city to share information about events or concerns with citizens. Bill asked if the property the board was looking at was sold to which Claud stated that the city has entered into a contract. Claud said that the plan is to build 30 homes that are age restricted (55+) homes with a price range of 300K.

ii. **Director's Report:** We have hired a new youth librarian, Kate Davis, who will be starting on May 14th. She is from San Diego, CA.

iii. **Committee Reports:**

1. Sunshine Fund (Ms. Kirschenman) no change

VII. New Business:

- a. **ColoTrust account & move money from checking account** This is about approval to move 4 Million into CO trust. Sarah asked Claud to tell about the trust and how it is an investment vehicle that will product better dividends than our current account. He has a history with using this investment process that allows may different vehicles. This account will allow the library to pull funds as needed. Leanne will assist with the process and keep the library's trust fund moneys separate. It stays fluid as you need money it will be available with no stipulations. The appropriate people will cash out a CD tomorrow or as soon as possible as it matured. The CDs will be transferred into a ColoTrust when they mature. **Sharon moved to consider the 4 million dollars to be transferred and the others to be discussed as they mature. Bill seconded the motion and it passed unanimously.**
- b. **Hours while at middle school** Sarah told the board that the hours this summer at the middle school this summer will be 9am-6pm because we must be out of MS at 6:00 pm. We will also be holding pop up libraries in parks and sending staff to shadow and train with other libraries on how they do different things. Sarah will talk to other branches and member libraries to arrange compatible pairing. Cross training will occur when staff returns from other locations.
- c. **Policies Specialty checkout** Sarah said that we would like to partner with HPLD and start to check out some specialty items. This partnership will enable our patrons to check out karaoke machines, telescopes, laptops and other specialty items. We have ear marked specific items for specialty check out in our collection. But this change means we need to amend our loaning policy. Sarah would like to add an addendum to following our equipment policy that would say "specialty check outs will follow the HPLD check out policies". HPLD's policy is that specialty check out is for age 16 and over. Currently our policy is for age 18 and over. Typically, we do not have fines for regular equipment but many libraries including FLP&SL have found that the equipment doesn't come back on time. HPLD has instated a \$20.00 fine per day for overdue specialty checkouts. Teri made a motion to add Sarah's verbiage concerning specialty check outs to our loan policy. A conversation followed concerning the amount of the fine per day and uncontrollable circumstances for non-return items. The board talked about the

amount being smaller for the first time, more for the second time, and so forth. But if we are part of HPLD specialty checkout the fine must be \$20 per day overdue. Fees could be waived on the owning library's materials with the director's approval. The board members voiced their opinion concerning not returning items due to extenuating circumstances and asked if they could have some time to consider this process. Sarah informed them that if we want to join this endeavor with HPLD, they need to know who will participate prior to the next board meeting. **Bill moved that we go forward with this policy change with an addendum stating that specialty check outs will follow the HPLD check out policies and Misty seconded the motion. The motion passed.**

- i. **Censorship Update** Sarah stated that this topic was informational. All the libraries around Colorado have been notified by CLiC, Colorado Library Consortium, recommending that they update their policies related to challenged materials which FLPSL calls censorship. The current policy includes recommendations for the public library and recommendations for the school library which are different. Sarah has sent our policies to the library attorney, Kim Seter, for advice on how we should handle this as our collection is for public patrons and school patrons. We need to know how to handle these issues whether it's a parent or public member challenging collection materials. There have been almost 80 lawsuits in the last year and a half concerning challenging databases and other materials. Sarah wants to make sure we have the appropriate policy for our particular situation. The seriousness of the situation was discussed.
- ii. **Guns** The school district's SRO (School Resource Officer) recommends that we post a sign that no guns are allowed in the library. Sarah has sent this matter to our attorney due to our dual status as a public and school library and the laws concerning open carry in Colorado.

VIII. Continuing Business:

- a. **Summer 2018 Construction** There was not much to update on the construction to be done this summer. Sarah asked Matthew if the school district has purchased insurance for the historical murals and the library materials during construction. Some of the materials are covered under the HPLD insurance and some are covered under the city's insurance. The murals were a gift to the school district or the high school and are therefore their property. Matthew will check into it. We are still having issues getting phone service to connect our phone number to the middle school this summer when we are displaced. The school district IT says it is not possible but other sources have expressed the opinion that it is possible so Matthew will check into this issue also. HPLD could provide a cell phone but it may

not get the service in the Middle School that we desire as it is not reliable in that building.

- b. **Committee changes-Building and Strategic Plan** Due to the Sunshine law Beth has decided to split committees as stated in the by-laws. She has appointed Misty and Victoria as the building committee. Strategic Plan committee will be Bill and Jesse.
- c. **RFPs updates** Sarah has given the specs and scope for the RFP/P (Request for Proposal) to Leanne will consider this after the audit for the city is done. This is for the owner's representative.
- d. **Certificates of deposit & Safety Deposit Signers** With approved of the March minutes the signers on the accounts can go to the bank. **Teri moved cash out cd and invest it in ColoTrust, Sharon second and the motion passed.** The signers are Beth, Bill, and Sarah who will need to take a copy of their driver's license and Social Security card if they have no account at Band of Colorado. Sarah asked Bill and Beth to notify her when they have signed at the bank and then she will move forward.

Development of next meeting agenda Updates on policies, info from lawyer, updates about MS phone situation. Jesse has missed three meetings without being excused and so Sarah will contact him. SRP kick off is the 22nd of May until the 15th of June. The theme for SRP is Libraries Rock which is music or a physical rock. The following week we will be packing and getting ready for the move to the Middle School. Misty asked about the survey boxes and Sarah told her that they will start in May sometime. Claud told Sarah that Amy Tallent will be getting a hold of her for a city marketing project.

IX. Adjourn: Bill adjourned the meeting at 7:25 pm.

Next Meeting: May 17, 2018 at 6:30 pm

Respectfully submitted,
Mary Hoffman Edens