

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

- I. **Call to Order** Chair Beth McWilliams called the meeting to order at 6:30 pm in the senior room at the recreation center.
  
- II. **Roll Call** Ms. LeMay called roll. In attendance were:
  - Beth McWilliams
  - Misty Kirschenman
  - Teri Kopfman
  - Victoria LeMay
  - William Victor--Not present at roll call but joined later.
  - Sharon Powell-Ceretto--Not present at roll call but joined later.

Also attending were Sarah Frank the Library Director, Claud Hanes from the city of Fort Lupton, Matthew Adame of the Weld Re-8 School District, and Mary Hoffman Edens taking minutes.

Beth commented that the agenda needs a couple of changes. The public comment item will be number 3 on the agenda. The board will also be asked to approve the July 5, 2018 minutes as the fifth item of the agenda. Committee reports will be #4 instead of #6.

- III. **Public comments** No public comments were requested.
  
- IV. **Approval of Agenda** A couple of changes were made as mentioned above. Number three on the agenda will be public comments. Misty motioned to approve the amended agenda and Teri seconded the motion. It passed unanimously.
  
- V. **Approval of Minutes:** June 21, 2018 minutes. Teri moved that the minutes be approved, Victoria seconded, and the approval passed. Misty motioned to approve the corrected July 5<sup>th</sup> minutes, Victoria seconded, and the motion passed.
  
- VI. **Reports**
  - i. **City Report:** Claud Hanes--On Monday night, the last council meeting, council approved an application for a Dola Grant for reconstruction of County Road 12 for a 1.1-million-dollar project. Anadarko has dedicated funds for the project because of the heavy well and gas activity on that road. The combined funding will allow improvements of the water and sewer extensions and also pavement. Council also approved a liquor license for the Silver Moon Bar and Grill. The building was originally a trading post in 1935 and in the mid-60s it became a bar owned by the Cardenas family. It was closed for period because the person with the liquor license passed away. Council was presented with the financial audit for last year by Leann Perino from the finance department. Council approved a bid for new roofs on various city buildings that were damaged in a 2016 hail storm. The city is researching other companies to broker workers comp coverage for the city. They may change from CIRSA that they have been with for 35 years. Council approved a web hosting agreement that includes the library.

National Night Out will be on August 7<sup>th</sup> at City Hall and Koshio Park. The Chamber of Commerce sponsored “Movie in the Park” will show the last movie of the summer, Jungle Book, also on August 7<sup>th</sup> at Koshio park. On August 10<sup>th</sup> there will be a Jacobs for youth golf tournament at Coyote Creek Golf Course. Jacobs proceeds will go to the Boys & Girls club of Fort Lupton and youth sports at the rec center for children who can’t afford to get into sports. The Police Department will host a spaghetti dinner on August 23<sup>rd</sup> at the rec center from 5:00 pm to 8:00 pm to purchase school supplies for kids. Beth commented about not seeing an ad in the paper to obtain the city’s representative member on the library board. Claud said he’d check into it. Claud informed the board about Nanette’s loss of a daughter in Florida and that Mari had a grandchild.

- ii. **Director’s Report:** (written) Sarah made some additional comments to the written report. We have entered into an agreement with Civic Plus for web posting with city. Our launch date is planned for some time in November. We will be holding a “welcome back to the library” reception on August 10<sup>th</sup> from 4:00 to 7:00 pm with activities and snacks. We have confirmation from HPLD that we will be hosting a focus group at the library on September 18<sup>th</sup> at 6:00 pm for the updated strategic plan. Sarah is waiting for High Plains to send the list of proposed questions and we can offer some questions as well. Carson Block will be facilitating the focus group. Paper and online surveys will also be made available.
- iii. **Weld Re-8 Report:** Matthew Adame--Weld Re-8 summer construction is for the most part on track. Homyak open house will be August 18<sup>th</sup>. John Biner, previously from Brighton, will be the high school principal. Schools will open on schedule. Matthew communicated the starting dates for each of the grade levels.
- iv. **Committee Reports:**
  - 1. Sunshine Fund (Ms. Kirschenman) No change was reported.

## VII. **Continuing Business:**

- i. Trust funds & ColoTrust update—There is no update because the secretary of state department could not find our request, so Sarah filed our request again.
- ii. Summer 2018 Construction update—Alan Kaylor has informed Sarah that the sprinkling system will be completed by the end of next week, but majority of the library was not covered so we will have to have time to clean before we can open to patrons. She is waiting to hear from the head of facilities, Andrew Moore, about when the carpet cleaning will be done as well as other projects scheduled to be done while we are relocated. Sarah is anticipating that the official date we will be back in the library will be on August 6<sup>th</sup> and not on 30<sup>th</sup>. A discussion followed about who would be responsible for the cleanup.
- iii. Policies update—No update is available because Sarah has not heard back from the attorney, Kim Seter. She had sent documents three months ago and still has not heard from them.
- iv. Owners Representative update—The interview committee questioned NV5 and Wember and recommended to the board to hire Wember which they approved when they met on July 5<sup>th</sup>. The contract is being reviewed by attorneys at the city and school. Andy Asmus,

the city attorney, has reached out the school district's attorney to get his opinion on the contract

**VIII. New Business:**

- i. Attorney—When attorney Kim Seter was first hired they were very responsive. But in the last few months they have not responded well. Sarah had been calling them for 2-3 months about the status of our legal matters then finally received an email stating that they couldn't remember what they needed to do for us. Sarah has called and emailed several times and was promised information by the last week of June, but she never received anything. Sarah feels that it's time to investigate another attorney. Several policies and legal matters are coming soon, and we will need quicker responses. Sarah has called and emailed constantly and never receives a reply to her questions. Bill asked how much we have paid Seter and if we hire a new firm, would the new attorneys be privy to the information from the previous attorneys. Sarah will check with other libraries and school districts to check for lawyer references. Sharon suggested that we inform Seter about the situation and that we are looking into other legal representation. The discussion followed concerning how the library would be treated and that it's not acceptable to have to pressure them to advise us in a timely manner.
- ii. Trapper's Tea—Beth told the board that years ago the library board put on a tea at the library on Trapper's Day. The board made the tea and served the tea and refreshments. In recent years the board has provided the refreshments and they have gotten everything ready, but staff has actually worked it. Beth asked the board if the board members are still interested in working the tea this year or whether they should stop. Beth said she has no interest in doing the tea. Sharon thought that some people would be unhappy if there were no refreshments during the quilt show, primarily the older community members. Forlurado helped last year and Teri will ask the group to find out if they may be interested in helping again this year. A discussion about who will work the tea and what exactly might happen and who would volunteer followed. Sharon said that it is something that needs to continue, and she will see what she can do to coordinate people to manage the reception. Teri will let Beth or Sarah know if Forlurado is interested in operating the refreshment area. The discussion will continue at next month's meeting.

**IX. Next meeting agenda**

- i. Owner's rep update
- ii. Attorney update

Sharon asked about the proposed new hours for public and school. The open hours for public will be from 9:00 am to 8:00 pm Monday through Thursday, 9:00 am to 5:00 pm on Friday, and 9:00 am to 4:00 pm on Saturday. The students will have exclusive access from 7:30 am to 9:00 am during the school schedule. There will be ads in paper and hopefully a newspaper article like the one about our relocation to the middle school. We will get flyers around town, place messages on Facebook, and have it posted on our web site. Perhaps we could provide information when the high school students register. We may be able to join with the city's resources that send texts or calls people with notifications of important information.

Claud gave the library *Kudos* for Pop-Up-Libraries in the park.

**X. Adjourn: Beth adjourned the meeting at 7:21 pm.**

**Next Meeting: August 16, 2018 at 6:30 pm in the library conference room.**

Respectfully submitted,  
Mary Hoffman Edens