

Fort Lupton Public and School Library
Board Meeting Minutes
October 18, 2018

- I. **Call to Order** Chair Beth McWilliams called the meeting to order at 6:34 pm in the conference room at the library.

- II. **Roll Call** In attendance were
 - i. Beth McWilliams
 - ii. Teri Kopfman
 - iii. William Victor
 - iv. Gerri Holton
 - v. Sharon Powell-Ceretto not here at time of roll call--arrived at 6:40
 - vi. Victoria LeMay was excused

Also attending were Sarah Frank the Library Director, Susan Browne the Re-8 Board of Education liaison, Claud Hanes from the city of Fort Lupton, guest Janice Wilkin, and Mary Hoffman Edens taking notes.

- III. **Approval of Agenda:** There is an amendment on the agenda, we will be removing #2 Board member update because that was for last month. Gerri moved that the amended agenda be approved, Bill seconded the motion, and the motion passed.

- IV. **Approval of Minutes:** September 20, 2018 The only correction is the spelling on Gerri's name. Teri moved that the minutes be approved, Bill seconded the motion, and the motion to approve the minutes passed.

- V. **Public Comment** There were no public comments.

- VI. **Reports and Correspondence**
 - i. **City Report** The last council meeting was a long meeting. They voted on a liquor license for TJ's to sell beer. Claud said that any stores that currently sell 3.2% beer will automatically be approved to sell 6% beer after the first of the year with the new legislation. The council voted to annex the Fitzgerald location at road 21 and Highway 52. It was approved, and the city is considering other parcels further to the west. Council approved a contract for the carving of three trees at the cemetery. This Saturday the city will hold a budget retreat. They decided that one hearing would not be long enough, so they have added one day, and some departments (like the library) have been moved on the agenda to October 24th. Claud had a call from Ken Poncelow, president of the HPLD board, informing him that Gerri Holton had been appointed to the HPLD board. HPLD board contracted with Wember as the owner's representative to be on call for the projects the

district will be building. It is the same owner's representative as FLPSL chose. Claud stated that HPLD will pick up the tab because it is the same company so it's part of giving back to member libraries. This would save FLPSL almost \$250,000. Beth asked about control of projects if the bill is paid for by HPLD and she was told that the member libraries should have control over any projects.

ii. **Weld RE8** The school board has the resolution from High Plains to accept Gerri's nomination on Monday night. Susan asked Sarah if the water pump was installed yet and Sarah said that we had warm water today and just now the water was hot. They are still hoping to get more construction done in November. She explained that staffing in service industries has been an issue. Only a couple of workers are assigned to do the job. The door issues were discussed. Last night at the CTE meeting, AIMS stated that they will start next fall with a plumbing and electrician program. AIMS is also doubling the size of the welding labs. Night welding classes will be available and are already at the maximum of 15 students with a waiting list. Susan encouraged everyone to check out the STEAM classrooms. The classes are all working together to keep the design, printing, distribution, and orders in house. Sarah asked about the paging system. The library did not hear the signal for the lock down drill. Susan made a note of this issue. Susan also said that the school district will resurface the exact design of the parking lot in the spring. Sarah said the sidewalk was in need of repair and Susan said that she will ask about it. Susan said that the district is not going to put sidewalks along Denver Avenue because they want the city to pay for that. Claud mentioned that there was an agreement between the city and the school district, the city would put in the curb and gutters and the school district would pay for the sidewalk. Susan said that she knew that the school district was not doing the sidewalk along Denver Avenue.

iii. **Director's Report: (written)** The only thing not on written report is that the people counter is working. The data goes to HPLD, so she hopes that we will have numbers for next month. The library has hired a part time marketing person that will help with flyers and the web site. They will start next Friday, Oct 26. There are still two positions open, one position is the patron services supervisor and one page position. Anyone over 16 can be hired as a page.

iv. **Committee Reports:**

1. Sunshine Fund (Ms. Holton) Amount is \$20.60

VII. **Continuing Business:**

- i. **Summer 2018 Construction updates** The doors are working better and most key cards are working. The old key lock was put back in to assure that staff can get in to the library. There are still a few problems like the northern most door is not locking on time. They are on a schedule to lock at 8:00 pm but it didn't. It locked sometime during the night because Andrew Moore checked it at 5:30 am and it had locked, just not sure when. It cannot be manually locked. Andrew Moore has requested that all the doors in the schools be capable of manual locking and they are working on doing that. One of the problems is that

the software has been very problematic for the scheduling and can only be controlled from one device in this building. So, for a snow day the doors would be unlocked until someone can get to the device. A couple of the doors are sticking open. The other issues such as the gates and ceiling tiles will be put on hold until the doors are working. Teri asked about glass breakage in the doors. Sarah said that it happened during the summer and the construction company said that the moving company broke the windows and the movers said it was done by the construction workers. Andrew is working on getting someone to fix them.

- ii. **Owners Representative update** Roy Vestal and Sarah met with Wember and they have started evaluating land and working on a feasibility study. They will be here in November to be introduced and to discuss how it's going.
- iii. **Attorney update** Andy Asmus, the city's attorney, decided with the city that he was going to sign the contract. He is supposed to tell Sarah once it is signed so that she can send the questions that are accumulating to our library's attorney. Claud said Andy was going to handle the situation like any other special attorney. Beth refreshed everyone's memory and updated Gerri that we wanted a library attorney because we are having a lot of conflict in policy between being a public and school library. There are some major issues between public and school libraries such as wifi filters and collection policies.

VIII. New Business: 36

- i. **New Board Member** We have two applicants for the seventh position on the board. The board is comprised of three members from the city and three from the school district and one that the board approves. The board members must live in the school district. One of the applicants has been here for two years and the other person has lived here twenty-two years. One is a library user who checks out books and the other uses the library and has children who are in the library every day. Bill is for the person who uses the library the most. Sharon talked about the skills of one and that it looks significantly more than the other. Teri stated that they both have different skills than the current board members and that it might be good to have someone who comes to the library a lot with the kids to provide a new perspective. The person who has lived here for 22 years applied when the opening filled by the city when Gerri was appointed. Susan wondered if she is still interested as she applied back in July. Beth asked if Sarah could ask her if she is still interested. Sarah agreed but the board didn't want to wait for another month. Bill motioned that we appoint the woman that has been a resident for 22 years, Gerri second the motion and it passed. Beth told Sarah to call the woman and if she is not still interested to call the other candidate. The new member will start at the next meeting in November.
- ii. **Mr. Victor's Term** Beth said that Mr. Victor's term is up at the end of the year. He is interested in serving another term. He is considering leaving the state. Bill will keep the board updated.

Susan added that Heather Taylor has resigned from the school board, so they are looking for a person to fill that open position that represents the Aristocrat area.

Beth asked for an updated contact list at the next meeting including the terms.

IX. Development of next meeting agenda

- i. owner's rep update
- ii. construction update
- iii. attorney update

Gerri read an email from Ken Poncelow. "HPLD is going to be working on a prototype of library buildings of 4,000 to 10,000 square foot. This would make the library expandable. The concept is to create a set up library building and architectural plan that are adaptive to our patrons and will allow expansion as the population grows. It might be something the FLPSL library board would like to consider. The plans will be made available to all member libraries. We are hoping this will create a tremendous cost savings for the district as a whole. XXXXXXXXXXXXXXXXXXXX If this is something that you are interested in have someone give me a call. HPLD is also getting a grant writer on board that Fort Lupton will have access to. If we are planning on a building grant for the new building it might be something we'd investigate."

Beth had a question why Sarah must attend the budget meeting this year and but not last year. Claud said there were a lot of items on the budget that they might want to talk about.

The focus surveys are not out yet because we are conducting them along with HPLD and they are expected to be ready in November.

X. Adjourn: Beth adjourned the meeting at 7:10 pm

Next Meeting: November 15, 2018 at 6:30 pm in the library.

Respectfully submitted,
Mary Hoffman Edens