

**FORT LUPTON PUBLIC AND SCHOOL LIBRARY
LIBRARY BOARD
MINUTES
Thursday, March 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 was Lia Inge, Teri Kopfman, Sharon Ceretto, Sharon Day, and Chantel Hays. Gerri Holton joined the meeting later. Also, at the virtual meeting were Realtor Kristel Acre, Assistant Director Thomas Samblanet, Director Sarah Frank, and Mary Hoffman Edens taking notes.

III. Approval of Agenda Sharon Ceretto made a motion to approve the agenda. Sharon Day seconded the motion.

IV. Approval of Minutes Teri Kopfman made a motion to approve the February 18, 2021 minutes. Sharon Ceretto seconded the motion.

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 hence there were no city report.

ii. Weld Re-8 Report No one from the school district was in attendance hence there were no school district report.

iii. Director's Report (written) Sarah Frank added verbally to her written report. Sarah checked on the city representative and it is Zo Stieber. The trustees discussed how long it had been since there was someone from the city at the library board meetings. Sarah continued to say that the Short Take Training video will be on the agenda next month. Sarah told the board that the statistics have changed a bit because of the new categories that state report requires.

iv. Committee Reports

1. Sunshine Fund (Ms. Holton) Ms. Holton had not joined meeting.

VII. Continuing Business

1. 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 and Sharon Ceretto seconded the motion. The motion passed unanimously.

The board went into executive session at 6:35 pm.

Teri Kopfman made a motion to return to the regular meeting. Sharon Ceretto seconded that motion that passed unanimously. The regular meeting resumed at 6:51 pm.

Sharon Day made a motion to approve \$850,000 to purchase Lot 13 o Lupton Village which is 2 acres. Teri Kopfman seconded that motion. The motion passed unanimously. Chantel Hays recused herself from the vote.

Kristel Acre excused herself from the meeting.

2. Strategic Planning Committee-Gerri Holton reported on the Strategic Planning Committee. Gerri said that the committee reviewed other

organization's plans and wording. They also talked about the values and vision stated and they firmed up the language.

Gerri asked if a draft was sent to the board and Sarah said the committee will have a draft at the April meeting. Sarah continued to say that the committee had talked about asking the board about having an extra May meeting or longer May board meeting to workshop on the final draft. Board members will be asked in April what option would work best for them.

3. Complaint Processes--Sarah Frank started the discussion about the complaint processes that was sent with the board packet. Sarah said a revision in the document adds 10 days for appeal. A discussion followed to clarify whether the board members want to open and read the complaint letters or not. The correspondence will be shared with the director who will deal with the complaint. Lia Inge shared that she would like to see the letters first and Sharon Ceretto agreed. Lia asked if any board member doesn't want to read the letters but would like to send them directly to Sarah and there was no response from anyone.

Sarah said that it is standard process to have director address complaints and issues. Sharon Ceretto said that "feels" is not an appropriate word in the sentence about the director deciding on how to respond to a complaint. The board discussed the wording and decided that "determined" would be a better choice to use in that sentence.

There was further discussion about the receiving of complaint letters and how a complaint letter is delivered. Sharon Ceretto said if it's addressed to a specific person it should be opened by that person. Gerri suggested adding the choice of requesting to report concerns with the board. Sarah said that the board can choose to open a letter or give it straight to the director, but the board will not be dealing with the complaint initially as they handle appeals. Gerri also suggested to add a resolution date of when it was handled and of how it was handled for further reference. **Sharon Ceretto made the motion that we see all communication directed to board or individual board members. Chantel seconded the motion. The motion carried unanimously.** Sharon Ceretto asked for draft of the complaint form prior to next month's meeting and Sarah said she would send a draft to all board members.

VIII. New Business

- i. Monetary Gifts Processes--Sarah described the current procedure and how it effects the budget. She continued to explain about the decision of which year the gift would be allocated. This process is done by the city council at October budget retreat. Gerri asked about adding the Re-8 school district and the budget committee to the process. Sarah said she will add the budget committee to the process. Lia said school isn't contacted because they are not our fiscal agent. Gerri commented that the school district is part of our governing entity so they should approve the budget also. Gerri expressed her concerns about fostering a better relationship with the school district. Sarah said that we could reach out to the school board for their thoughts about our process.
- ii. Policies & Bylaws--Sarah led the discussion and said that the Policies and Bylaws are reviewed by the Fort Lupton City Council and Re-8 School District. Sarah met with the City Administrator about this. Sarah highlighted areas of concerns and the print in red are the proposed changes.

Policies

BUDGET POLICY

The Board will then forward the final approved budget to the Ft. Lupton City Council for inclusion in the City's annual budget package. The Board, via the Director, will then forward their recommended budget to the Ft. Lupton City Council for inclusion in the City's annual budget.

PERSONNEL

The five paragraphs starting on page 12 of the current Policy document are replaced by the following sentence.

All library staff are city employees and follow the city's personnel policies in the city's Employee Handbook.

The board discussed previous practices and how the proposed editing will affect the board's duties including the hiring of the director. Gerri requested time to look over these proposed changes. Sharon Ceretto agreed with Gerri about the proposed editing and needing time to study the new policy wording. Gerri said that she is not sure if the city council is aware these changes are that are happening. Sarah expressed that the governing entities approve the policy and bylaw documents.

It was discussed that there is no library board policy committee. Sharon Ceretto and Gerri Holton requested to be on the library board policy committee. The board asked Sarah if she would check into having more than two members meet in a committee. Sarah said that the Sunshine Law states that if there are more than two board members assemble it is considered an official meeting and must be open to the public. The board asked Sarah to ask our attorney for confirmation on how many members can meet for committee discussions.

Bylaws

BOARD OF TRUSTEES (Approved May 16, 2019)

Section 1. Appointment. Management and control of the Library shall be vested in a Board of seven (7) trustees appointed in accordance with the Colorado Library Law.

Section 1. Appointment. Management of the library shall be vested in an Advisory Board of seven trustees appointed in accordance with the Colorado Library Law and the IGA between Weld Re8 School District and the City of Fort Lupton.

Section 8. Power and Duties. The Board shall have those duties and responsibilities set forth in the authorized powers under the Colorado Library Law, as such may be revised from time to time. In addition, the Board shall have all powers necessary or incidental to the specific powers granted by statute.

Section 8: The Advisory Board shall have those duties and responsibilities set forth by the governing bodies, Weld Re8 and the City of Fort Lupton, in the IGA between the school district and the city. The Advisory Board's duties and responsibilities shall always abide by Colorado library law.

DUTIES OF OFFICERS

Section 25. President.

- The president, along with the secretary or one other designated Trustee, shall sign all checks or warrants either by manual or facsimile signature. The president may designate another Trustee or the Library Director to sign in the president's absence, but in any event at least two (2) authorized persons shall sign all

Library checks or warrants. The City of Fort Lupton is the fiscal agent for the Fort Lupton Public & School Library. As the fiscal agent the city's Mayor will sign all checks for payroll and accounts payable. Checks from the Library Board's CD funds held at the Bank of Colorado are signed by at least two of the board's designated signers. Check's from the board's CD funds held at ColoTrust will be authorized by the library board and signed by the city's designee.

The City of Fort Lupton is the fiscal agent for the Fort Lupton Public & School Library. As the fiscal agent the city's Mayor will sign all checks for payroll and accounts payable. Bills are processed through the city's standard accounts payable process.

Section 29. Employment of Library Director. A Library Director may be engaged or employed by the city upon recommendation of the Board to serve as the chief administrative officer of the Library.

Section 29. The Director is hired via the city's hiring process and supervised by the City Administrator.

Section 30. Duties of Library Director. The Library Director, under the supervision and direction of the Board, shall perform all duties incident to the position of Library Director including those contained in the Library Director's contract and such other duties as may be prescribed from time to time by the Board.

Section 37. Bylaws and Policies must be ratified by the Fort Lupton City Council and the Weld Re8 School Board.

There was not a Section 37 previously.

A discussion about Library Law followed.

Lia Inge suggested that the board take time to look at the current IGA and how it changed the employee status becoming at will employees of the City of Fort Lupton. Lia continued that in the current IGA there is no mention of the board hiring or making recommendations of personnel. Gerri Holton said that this IGA is completely different from the former IGAs. Gerri added that this is the "perfect playing field" to work together and put this together for what is best for the library. Gerri would like to have the library board's recommendations on record.

Lia Inge said that an advisory board, which we are, oversees policies for operational issues. Lia continued that the city and school district were not obligated to allow the library board to continue the responsibilities in question, but they have chosen to allow the board to carry on as before. Gerri said that the library board possesses the information about how best to serve the library such as what's working and not working and if there is a change made there needs to be a process of why and how we do that. Gerri said the current training emphasizes the best practices which include that the library board determining standards for the library. Gerri added that the library board might prioritize the mission of the library higher than what the city council or school board has in mind. Sharon Ceretto said that the board members are representatives for the city and the school district and are very community minded. Gerri said that we are advocates for the library, we are not against the city or the school district, but the library board is entrusted for what's best for the library. Gerri continued to say that if there are changes, let's have it all out there, let's have it transparent, and it needs to have reasoning and rational. Then Gerri asked to have the changes on record because it's important. Lia offered some considerations such as the 2013 IGA that is legally binding for the school board, the city, and the library and Lia also emphasized that the library employees including the director are city employees. Lia continued to say that the library board doesn't hire the

employees but should be a part of the process, but we do have to remember that they are city employees. Gerri said that the employees are funded by the district library money. Gerri said that we also need to advocate for the library district as well. Gerri doesn't see it as contentious and she added that we have the rational that we can put it together, put together policy, let the board approve it, present it, and see what happens. Sarah said she will send out the changes to the policies and bylaws that were discussed and that she will check about the number of people that can be on committees. Sarah and Thomas will also be on the Policy committee.

Sharon Ceretto asked about the amount that Forlurado donated. Sharon Ceretto expressed another concern about the zero budget for COVID-19. Sarah said that if there was a budgeted amount for COVID-19, we would not have gotten the grant funds. The grant is for non-budgeted expenses.

IX. Development of next meeting agenda -

- Land
- Policy and bylaws
- Strategic committee
- Complaint process revised form
- A Short Take training video
- Lia has been working on an advocating process using survey information.

Gerri Holton apologized for being late to the meeting and asked about the city liaison. A discussion about the lack of attendance from the city followed. Gerri asked if the next meeting will be in person. Sarah Frank said that it may be a hybrid meeting so members could be comfortable attending in person or virtually.

X. Adjourn Gerri Holton made a motion to adjourn the meeting. Teri Kopfman seconded that motion to adjourn and the motion carried unanimously. The meeting was adjourned at 7:57 pm.

Next Meeting: April 15, 2021 at 6:30 PM.

Respectfully submitted by Mary Hoffman Edens