

**FORT LUPTON PUBLIC AND SCHOOL LIBRARY
LIBRARY BOARD
MINUTES
Thursday, April 15, 2021**

I. Call to Order –

Ms. Inge called the meeting to order at 6:30 pm.

II. Roll Call –

Present at the virtual meeting were Lia Inge, Gerri Holton, Teri Kopfman, and Sharon Ceretto. Sharon Day and Chantel Hays were excused.

Also, virtually present were Matt Adame the Vice-President of the Weld Re-8 school board, Sarah Frank the FLP&S Library Director, Thomas Samblanet the FLP&S Assistant Director, and Mary Hoffman Edens the library administrative assistant.

III. Approval of Agenda

Sarah Frank asked to add land update under continuing business, and she said that we will not need an executive session. Lia Inge asked if land update can replace the executive session and Sarah said it could. **Sharon Ceretto made a motion to approve the amended agenda. Teri Kopfman seconded the motion. The motion carried unanimously.**

IV. Approval of Minutes

Gerri Holton said she had a correction or revision; she would ask that on page 4 the words about working with city but not a city employee be struck or revised in the March minutes. The members of the board were in agreement to strike the comment. **Teri Kopfman made a motion to approve the revised the March 15, 2021 minutes. Sharon Ceretto seconded that motion. The motion passed unanimously.**

Lia Inge mentioned that the motion to approve the February 18, 2021 minutes was not voted upon. **Gerri Holton made a motion to approve the February 18, 2021 minutes. Teri Kopfman seconded the motion. The motion passed unanimously.**

V. Public Comments there were no public comments.

VI. Reports -

i. City Report No one from the city was in attendance therefore no city report given.

ii. Weld Re-8 Report Matt Adame said there was no information from the school district report, and he apologized for not being present last month. Matt asked if the school representatives have attended the meetings regularly and a discussion followed. Sarah Frank offered to email the board's attendance to him, and he accepted her offer.

iii. Director's Report (written) Sarah Frank had nothing to add to her written report.

Gerri Holton asked Sarah about the Boys & Girls Club Little Free Library. The club is currently at St. Williams Catholic Church and Gerri asked if it will be okay to put the Little Free Library at the church. Sarah Frank answered yes and said that we just need to know where the little free library is located, and Sarah offered assistance with having it installed once the club finds a permanent location. Gerri will follow up with Charley and the people in charge.

Gerri Holton asked about the Summer Reading Adventure information that states that all programs will be virtual or take home. Gerri asked if that would hold if we go to level blue. Sarah Frank answered probably not, and Sarah added that most of the virtual programs are already in place but there would be additions of live programs. Sarah added that storytimes are currently being scheduled outside weather permitting. Gerri expressed her concerned that we lost numbers in participants last year and asked if the programs could go to in-person. Sarah stated that it

depends on restrictions because blue does not include lounging in locations and currently the furniture is in storage so the library doesn't have the space right now, but we may be providing outdoor activities. Sarah continued to say when the state indicates we are green we will follow the appropriate guidance and put the furniture back into the library.

iv. Committee Reports

1. Sunshine Fund (Ms. Holton) \$0

VII. New Business

- i. **Advocating for the Library** Lia Inge began the conversation and stated that she is concerned that the community is not aware of the wonderful services and programs that the library offers. Lia said that information came to light from the recent survey and conversations with acquaintances. Lia shared that parents don't know that this library is also for younger children and they have no idea on the number of things to borrow. Lia continued to say that she has had help from Sarah, Thomas, and Ryann who have already stepped up to assist with this endeavor. The city has a new event coordinator whose name is Christy and Lia has already communicated through emails with her. Lia then mentioned that she is going to help with a city race event as a community member and board trustee because that's where she can advocate for the library where town people are gathering. Lia asked the board members to think outside the box for ideas to advocate community wide. Gerri said that setting up volunteer opportunities for the board is great idea and she offered to help at events. Lia said volunteers will have to fill out a volunteer form from city if participating in city events.
- ii. **State Board Training** Thomas Samblanet shared his screen for his presentation. Thomas said that a few people including himself attended a library board essential training provide by HPLD and presented by Crystal Schimpf from the Colorado state library. Thomas summarized the slides he felt would interest the board the most. He displayed and elaborated about the slide titles from the training that were as follows: How Governance Influences Operation; Governance & Operations: Advisory Boards and High Plains District; 6 Essential Areas of Board Responsibility; Duties of Trustees; The Role of Trustee in the Community; and Public Library Trends. Other topics he discussed included Sunshine Law in Colorado which is the open meeting law, CORA (Colorado Open Records Act), and subjects including Colorado/ALA standards and guidelines. Thomas mentioned that he will be sending out the slides and reference material. A discussion about the Sunshine Law followed and Sarah asked Gerri to share the document Gerri read from the Office of Legislative Legal Services so that Sarah could ask the attorney for further clarification. Sarah mentioned that our attorney knows that the board is a local advisory board and that she has shared his recommendation with the board previously. Sarah will send the document to him and request clarification once Gerri has sent it to her.
- iii. **Short Take Training Video**-Some of the newer members were not present so board decided to postpone again until next month.

VIII. Continuing Business

- i. **Land Update** Sarah Frank said that she sent the LOI to the seller who accepted it with minor changes regarding timelines. The attorney needed to review the changes to the timelines. Now they are working on the contract. Sarah continued that the contract would then go before the boards for approval. Lia Inge asked if the timeline was moving out or forward and Sarah answered that the timeline is

shortening. Sarah said there were some revisions on the legal wording which the parties agreed upon and that she will be submitting the PSA once it is reviewed by the attorneys. Lia asked how long that will take and Sarah answered the LOI requires a PSA within 30 days. Gerri asked which attorneys are working on the contract and Sarah answered that Andy Asmus from the city and the seller's attorney are working on the contract. Gerri asked if John (the library's attorney) was involved and Sarah said that he is for specific library law questions.

- ii. **Strategic Planning Committee** Thomas Samblanet presented the report for the committee. Thomas said the group is excited show a draft to the board today and that he worked on the design and layout with pulling colors from our logo to create an easy to digest and obvious document so that anyone reading it would find it comprehensible. The first page emphasizes the interaction with the community showing a picture of Damacio reading to a group of youth. On the second page Thomas elaborated on the Vision, Mission, and 4 Core Values stated. The last page lists the goals that are to 1) promote community engagement, 2) advocate to and for the community, 3) build a new public facility, and 4) remodel the Fort Lupton High School Library once we've managed to move into the new facility.

Thomas asked for feedback and thoughts from the board. Teri Kopfman added that these are five-year goals so that's why it's so expansive and that they added goal number 4. Lia Inge really liked it and said it was an awfully good draft. Gerri Holton said she loves it and that it is right on point and clear. Sharon Ceretto replied that she likes how the goals are clearly identified. Teri Kopfman shared how the committee looked at a number of examples of strategic plans from across the state of Colorado and picked out best ideas. Sarah Frank said that this also encompasses the Weld Re-8 & City mission, vision, and values.

Lia Inge asked the board prefers an extra meeting in May or to plan on a longer time at the next regular meeting to talk about this and approve the document. Gerri said it's not just reading it but ingraining in the work that the board does and a meeting that's discussing what we are about so that everyone on the board can tell that's what we're about and why. Gerri continued to say that she would prefer an in-person meeting to discuss this important statement. Sarah suggested it should be discussed further when all members are here and asked if the members would prefer a separate meeting sometime in May or have a longer regular meeting. Gerri said she would be okay with whatever is easier with the board members and what they want to do. Sharon Ceretto said she would also go along with the group consensus but that she would prefer a longer meeting vs. an extra meeting. Lia Inge commented that May is busy month for her with family commitments but that she would make it work, whatever the board decides. Teri Kopfman shared that her May is full and suggested adding it to continuing business in the May meeting with input from the absent members. Sarah said she would talk to the absent board members and ask them about their preference and get back to the members who are present.

Lia Inge said they could get together in person depending on the COVID-19 positivity rate. Sarah Frank added that it is a goal to meet in person next month provided that the numbers are good.

- iii. **Complaint Form** Sarah Frank sent the updated complaint form to board with the packet. Gerri asked if the board has a policy for complaints and Sarah replied that it is a procedure not a policy. Lia asserted that most libraries handle complaints with a procedure not a policy. After a discussion Sarah said that she will add that no anonymous complaints will be accepted which is standard for libraries and other organizations and she'll send out the revised procedure.
- iv. **Policies Changes** Lia Inge led the discussion about policy changes. Lia read the proposed changes submitted by the library staff and city administrator in the policy documents about budget and personnel. The board had received the proposed revisions with the packet. Lia said to keep in mind since we don't have all members present anything voted on tonight would still not pass as all board members are present. Lia asked if present members would approve to adopt the two changes and asked for a motion. Gerri questioned if the members were voting to approve or to form a committee. Lia Inge discussed whether we need a committee or an agreement from the attending members and stated that the city is looking at only two changes which leaves the policies 98% intact. Gerri said she had a conflict because agreeing on these policies is out of process stated in the bylaws and policies. Sarah Frank said that in the past the staff brings the policy to board and they vote whether to adopt what is submitted and then if the board does not approve then the board would create a committee to discuss changes that the board would approve. Gerri said that recommendations are not coming from the board which is out of process. Teri said that the city is our fiduciary agent and she thought that these changes make sense for these two policies. Lia suggested to look at the budget policy and she read the proposed sentence and commented that this is what is actually physically happening. Sarah said that the policies need to mirror what the board actually does. Gerri commented that she didn't have a problem with this budget item but that the budget should also be presented to school board as well. Sarah said that we could present it to the school board as well and she continued to explain that typically the budget is part of the July packet, so it is sent to Susan Browne and Matthew Adame. Sarah Frank agreed to send it to Alan Kaylor and Debra Montoya, and they could pass it on to full school board.

Lia Inge stated that the current personnel policy is out of date and the sentence proposed will replace the obsolete information. Lia Inge read the current and proposed policies. Teri questioned Sarah if the staff and the city were having any problems as the city has already maintained staff issues for 3 years. Sarah Frank replied that there have not been any issues and continued that small libraries often don't have their own HR department. Lia shared that at this time, HR departments and labor laws handle this type of thing and are trained personnel. Gerri expressed her thought that replacing the policy with one sentence is too simple. Gerri continued to say that in the first part of our bylaws and in the IGA it says that the library director is under the direction of the library board. Gerri shared that there is some merit in having the board to be part of hiring and evaluation of the library director with good reason as the director is the person that is the single most important facet of the direction of the library. In the past the library board has been part of hiring in all the directors as they gave the

recommendation. Lia clarified that this policy pertains to the staff but not to the board. Lia continued to say staff operation being discussed is about topics such as time off, and what Gerri is talking about is the bylaws section 29. Sarah said policy is for guiding staff to treat and serve all of the public well. Teri said it would be nice to discuss Gerri's concerns and Sharon Ceretto said that Gerri had valid concerns and she would like to have the total board in on the discussion. Sarah said she will send out a digital copy of employee handbook.

- v. **Bylaw Changes** - Lia Inge read the current and proposed documents concerning Section 1. Gerri suggested to keep the wording of management and control that was in the original document because it corresponds with the language as in the 1985 IGA for HPLD. A discussion followed about the 1985 IGA. Teri thought that the board is managing the library and management includes making good decisions or control.

Lia Inge read the current and proposed wording of section A. Lia pointed out that there was old phrasing specifically of the 2013 IGA. Lia then read the updated wording and pointed out that the board is currently an advisory board. Sarah pointed out that in the current IGA it does specify some duties for board. Gerri said that the IGA is not correct in some of the duties of the board and one is the budget, they don't match. Gerri said specifically that the city, staff, and board prepare and submit the budget.

Lia Inge continued to section 29 that removes a paragraph stating a process that no longer happens and has not happened for quite a while. Lia continued to read the proposed revision. Gerri stated that the revised heading says the duties of the president and that this has nothing to do with the duties of the president. A discussion followed about removing the paragraph or including it in a more appropriate place and the board duties or oversight concerning the budget. Gerri said there is not financial oversight by board stated in the document and that she finds it appalling. Lia said that the budget committee could make recommendations on this topic.

Lia Inge read Section 29 & 30 which concerns the library director employment and duties. Gerri suggested the wording be that the board **shall** participate with the hiring and evaluation process of the library director. Gerri asked Sarah if she thought that she (Sarah) had a conflict of interest, Sarah stated that she did not have a conflict of interest. Gerri asked how the city administrator supervises her. Sarah listed the several ways that she is supervised including frequent meetings. Gerri said there may be conflict of interest in potential budget, direction of the library, types of materials, or political influences.

Gerri continued to say that the library is a joint library and should be multi-faceted with the city, school board, and library board who would combine to affirm the different things of what they want in director to produce creating a big picture of what the specific role is as a director. Teri suggested that Gerri might be concerned about how we are funded. Gerri said that the recent training said potential issues could be influenced by external pressures not so much now but for future board members. Teri questioned if Gerri was saying that the director is hired by and supervised by the city along with the board and asked if that would make it better. Gerri said that the last hiring went well but she thinks that it's not a good practice as written. Lia stated that they wouldn't vote on these changes tonight due to the absent members.

- vi. **Policy Committee** Lia Inge gave her personal opinion about the attorney's recommendation that if 3 or more trustees want to be on a committee the matter should be handled in the full board meeting. Lia stated that the committees would have to have open the meetings with more than 2 people and continued to say that she thought that how they worked on it tonight worked well. Gerri said that she would advocate for a committee as they can focus on pros & cons to present to the total board and she expressed that some committees should be standing. Sarah Frank said that the bylaws state that committees are formed for particular tasks and when those tasks are finished the committee is dissolved. **Gerri Holton moved to form a policy committee to review policies and bylaws with Sarah Frank and Thomas Samblanet. There was not a second to that motion.** Lia Inge suggested that the board discuss a couple policies at a time in an open meeting and form a committee if needed.
- vii. **IGA Committee** Lia Inge said that a discussion was held in the January 2020 meeting about forming an IGA committee to address the IGA with the city and school district, but they were too busy. **Gerri Holton moved to form an IGA committee. There was no second to that motion.**

IX. Board comments Lia Inge said that she was talking with Sarah Frank and in the future Sarah will include in her report if she has meetings with any board members. Lia continued to say that this is for transparency. Lia said that she met with Sarah to review the agenda and review an email from the attorney about his suggestions about committees. Sharon Ceretto said she thinks it is important and will alleviate speculation. Teri Kopfman said that she approves as long as the people follow the sunshine law.

X. Development of next meeting agenda

- Short Take Video
- Land Update
- Executive session possibly
- Complaint form
- Strategic plan
- Extended or extra meeting
- 2 of the bylaws policies perhaps #37

XI. Adjournment Gerri Holton made a motion to adjourn the meeting. Sharon Ceretto seconded the motion. The motion passed unanimously.

Next Meeting: May 20, 2021 at 8:02 PM.

Respectfully submitted by Mary Hoffman Edens