

FORT LUPTON PUBLIC AND SCHOOL LIBRARY  
LIBRARY BOARD MINUTES  
Thursday, June 17, 2021

**I. Call to Order** Ms. Inge Called the meeting to order at 6:36 pm.

**II. Roll Call** Ms. Kopfman called roll.

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

Also 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 Library Assistant Director, and Library Assistant Michelle Archuleta taking notes.

**III. Approval of Agenda** Sharon Ceretto made a motion to approve the agenda. Teri Kopfman seconded the motion to approve. The motion passed unanimously.

**IV. Approval of Minutes** Sharon Ceretto made a motion to approve the May 20, 2021 minutes. Sharon Day seconded the motion to approve the minutes. The motion passed unanimously.

**V. Public Comments** A member of the community, Janice Wilken, was present and had two statements. The first comment was that she feels that there should be a public comment time at the end of the meeting as well as the beginning of the meeting. She stated that those comments should be addressed at that time and not held over until the next meeting. The second comment is that Janice feels that there should have been a vote from the public as to whether the public wanted a new library.

**VI. Reports -**

i. City Report No one was present from the city hence there was no report.

ii. Weld Re-8 Report-Matthew Adame reported that on June 3<sup>rd</sup> the Weld Re-8 School Board voted to be on the title of the public library facility land.

iii. Director's Report (written) Sarah Frank added to her written report stating that the FLP&S library will be hosting the HPLD board meeting on July 19<sup>th</sup> at 5:00 pm. Sarah also explained that the library board had voted to approve the personnel policy but it is dependent on approval of section 29 of the bylaws so she couldn't take it to the city until section 29 was approved by the board.

Gerri Holton had a question about public users amount. Sarah Frank explained that the people counter provided that number.

iv. Committee Reports

1. Sunshine Fund (Ms. Holton) \$80.

**VII. New Business**

i. May 25<sup>th</sup> meeting update-- Sarah Frank said that at the May 25<sup>th</sup> meeting they discussed the land and the purchase agreement. Sarah shared that Thomas Samblanet, Assistant Director, gave a presentation about being a member library, the new facility, and remodeling the current facility. Sarah continued to say that the meeting split up as the city went on to their workshop and the school district went to their meeting. Sarah shared that at the school board meeting a discussion about the contract led to the decision to not to approve anything that night but to reconvene on the 3<sup>rd</sup> of June to discuss the issue further. Sarah added that on the 3<sup>rd</sup> of June they voted and that is what Matthew Adame communicated in his report.

ii. High School Library remodel funds-- Sarah Frank reported that it was always planned to remodel 6,000 to 7,000 square feet of the current library for a high school library when the public library is completed. Sarah continued to say that some members from Re-8 are voicing their concern about the costs to remodel and that the funds may not be available for the remodel. Sarah stated that she would

like to move \$1.5 million from the general account into a subaccount to be available for the remodel. That number is based on the increase of construction costs at approximately \$150 per square foot with the addition costs of an owner's rep and a designer. The amount will have some funds in contingency in case construction costs go up. Any of those funds that are not spent on the remodel would go back into our general funds. **Gerri Holton made a motion to move \$1.5 million into a subaccount to be available for the high school library remodel. Teri Kopfman seconded that motion. The motion passed unanimously.**

Sarah mentioned that these funds will be in our Colorado Trust accounts.

### **VIII. Continuing Business**

- i. **Land update** – Sarah Frank shared that Re-8 and the city have voted to sign the purchase agreement that has now been signed by the city, the school district, and the seller. Sarah said that we need to close within 120 days from signing which was last Sunday so that would mean closing in early September. We have 90 days to do due diligence such as making sure the soil is good.

Sharon Ceretto voiced her concern about not having a representative from the library board signing on the contract. Sharon Ceretto thought that there was discussion at a meeting that someone from the library should be included on the signing of the contract. Sarah said that there was no vote to change anything and it was decided to have the two governing entities sign the contract. A discussion ensued about a default agency being recorded on the title and Thomas Samblanet said that no entity is listed as default. Sharon Ceretto said she was concerned that in the future there might be an assumption of default and if the library is not identified in writing as the default other entities could take over the funds. Sharon Ceretto also stated that the funds must be returned to the library and this needs to be stated in the contract. Gerri Holton said that she understood that the library can't own property but if there is a problem with the finances with the new library and it is sold, the proceeds must come back to the library. Sarah was asked to talk with attorneys from HPLD, the city, and our lawyer. Gerri Holton emphasized that there must be some library involvement in the document somewhere.

- ii. **Building update** – Teri Kopfman lead the conversation about a document of the new library illustration that was shared with the group. Teri continued to say that the area in green on the perimeter of the building will be taken away to save money. A discussion followed about how much square footage will be removed from the original plan and the guidelines HPLD provides to make sure the size of a library is appropriate for the population area. Teri Kopfman found the chart from HPLD which provides the guidelines and shared that a 14,000 square feet building would be a medium sized library to suit a population of 25,000 to 80,000. Sarah stated that the reduction was because of increasing construction costs, but even with the reduction some contingency funds will be used to allow keeping the 14,000 square feet. The library board had voted in April to approve an increase in the land budget by \$350,000 and they discussed increasing the building budget, but Sarah said that they need to vote to increase the building budget from \$8.5 million to \$8.85 million. The April vote was not worded correctly and the Land Budget was approved but not the total Building Budget. **Teri Kopfman made a motion to increase the Building Budget and Sharon Day seconded the motion. There was some clarification by Gerri Holton who mentioned that the total increase is \$350K. The vote passed unanimously.**

Sarah Frank said she wanted to make the board aware that some contingency money was budgeted to keep the public library at the 14,000 square

foot building planned. Sarah stated that there is still a \$352,000 in contingency, but she added that it's a significant decrease from the previous amount.

- iii. Budget Committee—Sarah started with the capital funds and she stated that each year the building funds are part of the budget but if we don't use all of the money we still have to put in the budget for next year which will continue the project. The New Library Building Contracted Services which would be the owners rep, commissioning agent, soil reports, third party testing, and owners' contingency is listed at \$902,000 and we need vote to approve that. Each capital budget needs to be voted on separately. **Gerri Holton moved to approve \$902,000 for the New Library Building Contracted Services. Sharon Ceretto seconded the motion. The motion passed unanimously.**

Next was the New Library Building which is the land purchase, improvements, construction, and contents. Teri found a date that was incorrect so it will be amended prior so submission. The budget committee requests \$7.1 Million for the proposed budget. **Teri Kopfman made a motion to approve the \$7.1 million for the New Library Building and Sharon Day seconded the motion. The motion carried unanimously.**

Sarah said the next is the budget for the High School Library Contracted Services. Sarah explained that it is for contractual services, owner's rep, third party testing, owner's contingency and design should be added to the list. The proposed budget is \$400,000 and that may start being dispersed when the school district wants to start planning the remodel. Lia asked if it's part of the \$1.5 million that was voted upon earlier and Sarah said it is. **Gerri Holton moved to approve the \$400,000 budget and Teri Kopfman seconded the motion. The vote to approve was unanimous.**

Video Game Programing Technology was next. Sarah said we are replacing and supplementing our current video gaming consoles for the purpose of young adult (teen) programing. A new generation of consoles have been released and there has been an increased demand for video game programs that are very popular with the after-school groups. The committee requests \$2,500 for Video Game Programs Technology. The cost of the consoles designate that this is a capital improvement. **Teri moved to approve the Video Game Program Technology budget. Sharon Ceretto seconded the motion. The motion passed unanimously.**

Sarah said that next was the Children's Board Books Shelving. Additional shelving is needed that will allow easy access. Sarah mentioned that we could move this shelving to the new building. \$500 is asked for this budget. **Sharon Ceretto made a motion to approve \$500 for Children's Board Book Shelving. Sharon Day seconded the motion. The motion passed unanimously.**

Sarah explained that the last page of the board budget documents is a summary of what we're doing in 2022. Sarah continued to say that the \$1.1 million addition is planned for renovation for high school library. Sarah said this is part of our six-year plan. Lia said that the six-year plan includes what the board just voted on. **Teri Kopfman moved to approve the summary of all the capital budgets. Gerri Holton seconded that motion. The motion passed unanimously.**

Gerri asked if \$9,505,000 is for the 2022 and 2023 budget and Sarah answered that it is.

The board addressed the non-capital budgets next and Sarah said that most of the amounts are the same but that she would highlight the changes. Sarah said that on the adult books the committee wants to add \$1,000 to add more Spanish books. The young adult budget is going up \$500 for Manga books that are very popular with the teens, but we do not currently have many of the books and some

series that have been requested. Periodicals would increase to \$1500 because magazine prices have gone up recently and the Latin population has asked for Latino magazines.

Videos would increase \$500 because some PG children's videos as some movies have been moved to the regular collection. Audiovisual budget will go down \$500 for children's audiobooks, movies, and music. Next was the electronic materials which is subscribing software increasing from \$400 to \$500 for software for marketing. Thomas said that our marketing person wants to start emailing the community. Fees, permits, and licenses budget allows us to show movies in the library. We currently have two different licenses and we'd like to add manga movies so we would increase to \$1000.

Staff development had been \$15,000 but in 2021 we went down to \$5,000 because we couldn't do any staff development. Also, in 2020 we didn't do any conferences, so we are behind on training that HR had recommended in addition to library training, so the committee is asking for \$15,000 in the Staff Development Budget. The meeting and travel account was at \$8,000 which wasn't used during the pandemic because no one could attend conferences so the committee would like to stay at \$8,000.

The committee wants to push programs this coming year and help bring people back to library. The committee felt that programing budgets should increase for children to \$8,000, for young adults (teen) \$6,000, adult programing would be \$8,000, and SRP at \$5,000. The amount for Summer Reading was increased in part due to the library's decision not to partner with HPLD again next year. HPLD didn't have the quality of programing and materials that we strive to provide.

Thomas added that the account for leases and rentals be decreased from \$2,000 to \$1,000 because HPLD is providing copy machines and we are no longer leasing a copy machine.

Teri Kopfman asked why the amounts for insurance and workman's comp were going up significantly. Sarah said she knows that insurance has gone up everywhere and Gerri suggested that Sarah ask Leann about these increases. Sarah said she would contact HR with the board's concerns. **Gerri Holton made a motion to approve the amended 2022 budget with the changes from the original budget. Sharon Ceretto seconded the motion. The motion passed unanimously.**

- iv. Policies Changes-Budget Policy – Lia led the discussion about the budget policy. Lia read the proposed changes to the last sentence. **Gerri Holton moved to accept the policy and Teri Kopfman seconded the motion. The motion passed unanimously.**
- v. Bylaw Changes-Section 8 Powers & Duties – Lia began the discussion and read the original and suggested bylaws. Gerri said that "advisory" should be replaced with "library" in both places stated. **Teri made the motion to approve the amended bylaw.** There was no second to that motion. Lia asked if there is any discussion and there was none. Gerri suggested that if the board doesn't agree on this bylaw a committee could be formed to work out wording that everyone could agree on. Lia mentioned that this bylaw hadn't been discussed at all. Gerri said that bylaws come from the library board and follow a process of submitting to the city and school for approval and she thought this procedure doesn't follow that process. The process was discussed, and Gerri proposed that a committee be formed to go through the bylaws and policies. Lia asked Gerri if she wanted to keep the wording the way it is originally. **Gerri moved to leave the wording as it is.** There was no

second to her motion. Lia suggested having a committee look at just this bylaw. Gerri Holton and Sharon Ceretto volunteered to serve on the committee. **The vote approved this committee and was unanimous.** Gerri asked for people to share their thoughts or suggestions on what their issues are with the proposed bylaws. The board was asked to email their suggestions or concerns to Sarah or Thomas.

- vi. Bylaw Changes-Sections 29 & 30 2<sup>nd</sup> vote—Lia read the current and proposed bylaws. **Gerri moved to approve bylaw #29 and Chantel seconded the motion. The motion passed unanimously.**

The Library Board voted June 17, 2021 to keep Section 29 as is.

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 office of the library

Lia read Bylaw 30 current and proposed wording. **Gerri Holton made a motion to approve the proposed bylaw 30. Chantel Hays seconded the motion. The motion passed unanimously.**

The Library Board voted June 17, 2021 to change Section 30 to the following:

Section 30. Duties of the Library Director. The Library Director, under the supervision and direction of the Board, shall perform all duties incident to the position of Library Director and such other duties as may be prescribed from time to time by the Board. The Library Director shall follow the personnel policies in the City's employee handbook.

**IX. Board comments** Lia said she had a phone meeting with Sarah to go over tonight's agenda. Lia thanked Sarah and talked about the help Sarah had given her to understand the entire process of building a new location. Lia continued to praise Sarah and her guidance and assistance in keeping our facility active and on top of everything during the pandemic especially the minute by minute changes. Teri asked for a round of applause for Sarah and everyone clapped for Sarah. Sharon Ceretto wished her well in whatever endeavors she and her husband embark upon. Gerri also wished Sarah well, and mentioned that our library is the most complicated in the district and she has done a great job on doing the balancing act. Teri welcomed Thomas to the "crazy crew" next month.

**X. Development of next meeting agenda**

- Land update
- Building update
- Policy committee report
- 1 policy review
- 1 bylaw review
- City representative absent for numerous months. Lia will try to reach out to the mayor.
- Host HPLD meeting

**XI. Adjourn** Teri Kopfman made a motion to adjourn the meeting. Sharon Ceretto seconded the motion. The motion passed unanimously.

**Next Meeting: July 15, 2021 at 6:30 pm.**

Submitted respectfully by Mary Hoffman Edens