

FORT LUPTON PUBLIC AND SCHOOL LIBRARY
LIBRARY BOARD MINUTES
Thursday, December 16, 2021

- I. Call to Order--Lia Inge called the Fort Lupton Public & School Library Board of Trustees meeting to order at 6:30.
- II. Roll Call--Chantel Hays called roll.
Present were Lia Inge, Sharon Day, Gerri Holton, and Chantel Hays. Teri Kopfman and Sharon Ceretto joined the meeting virtually. Evelyn Harlan was excused.
Also attending were FLP&S Library Director Thomas Samblanet, FLP&S Library Assistant Director Katharine Merrell, and FLP&S Library Administrative Assistant Mary Hoffman Edens.
- III. Approval of Agenda
Sharon Day made a motion to approve the agenda. Chantel Hays seconded that motion. The motion passed unanimously.
- IV. Approval of Minutes
Chantel Hays made a motion to approve the November 18, 2021 minutes. Sharon Ceretto seconded the motion. The motion passed unanimously.
- V. Reports -
- i. City Report--No one was present from the City hence there was no City report.
 - ii. Weld Re-8 Report— No one was present from the school district hence there was no report.
 - iii. Director's Report (written)--Thomas Samblanet did not have anything to add to his written report. Gerri said that she likes the format and that he included reports from the different departments.
 - iv. Committee Reports
 1. Sunshine Fund (Ms. Holton)--The balance remains the same at \$41.00.
 2. IGA Committee--Thomas reported that the committee is making progress, but they are not quite ready to present a draft yet. Thomas added that they should have a draft by the next board meeting.
- VI. New Business
- i. Upcoming Programming—Thomas reported that the end of December is usually a slow time for programming in the library. He said that there will be a chess tournament on December 29th in the library. On January 14th we will have a family bingo night. These are the scheduled programs in addition to the regular programming of adult crafts, storytimes, teen hang outs, and kids club.
 - ii. Board Calendar—Thomas gave the board a list of the board activities and upcoming large programs. In January they usually have the board officer elections and Thomas added the strategic plan. In the past Februarys the library has hosted the Chamber of Commerce luncheon, but it is not on the chamber's website or in emails at this time. In March the library has no traditional business.
In April we will be hosting the annual tea that is planned again this year on the fourth Saturday, but ideas are still in the works. Lia suggested to make the tea appropriate for all ages. Sharon Ceretto said the tea has always included children and she described instances of multiple generation family engagement. Sharon stated that previously the tea was in May and close to Mother's Day. Thomas said that he'd check into the dates. Sharon said she has ideas to offer for entertainment.

In May we usually form the board budget committee. June is when the board votes on the capital budget and creates an audit committee. In June we also start advertising for the Art Show and form an Art Show committee (in May or June). In July the board votes on the regular budget and we host the HPLD board meeting. Thomas has not heard about hosting that meeting at the time of this writing. In August the audit committee reviews the audit. In September we host the Trapper Day quilt show and tea and this year we'd like to have the Quilters here in person, something outside, and have a booth downtown. October is when we verify which trustees want to renew their terms and Thomas attends the budget retreat. In November we hold the Art Show reception, and we send the board renewals to the city and school. In December we hold Cookies & Cocoa with Santa and create the officer nomination committee.

Thomas asked if there was anything major that is missing from the calendar. They discussed that every five years after the IGA is signed the board would review the policies and bylaws.

- iii. Fundraising – Thomas reported that with changes to the building there has been some discussion of fund raising. Thomas reached out to HPLD, specifically Matt and the president of the HPL foundation, Niamh. He was extremely impressed with what they are willing to offer in terms of fund raising. They are able to put in place anything we are interested in doing including putting together the events, willingness to attend, and help with thank you cards. Partnering with the foundation would make moving funds extremely easy as it is readily set up to take donations as they are classified as a 501C3 organization. With this arrangement people who donate can be given documentation for tax purposes. And, as long as the person who donates outlines that the funds are for Fort Lupton, the funds will go directly to us. Thomas shared that he was surprised and ecstatic at the meeting and he was amazed at how HP is willing to work with us in this regard. The question for Thomas and the staff is exactly what a good plan for this year is.

The one challenge outlined for us is that the HPLD foundation is rebranding and changing their name in March so they hope we would not start until that time to avoid confusing anyone. This would coincide with the public building groundbreaking in April. Thomas said that we are thinking of holding off until then and having a groundbreaking event where we can start getting people to be aware of fundraising and mentioning the ways we are brainstorming to fundraise for the library. Thomas said we could have it come to a head in the summer in June or July with a truck event in the lot, a beam signing, and having people sign up to donate for bricks. Kate, Julia, and Thomas discussed sponsoring a scrabble tournament in the Fall and perhaps a thank you gala when opening the new library at an afterhours event. Thomas said that we didn't want to start doing too much but do want to let the public know we are looking for funds for the new facility. Thomas said they have a number of other thoughts, but he wanted to get feedback from the board. Sharon Day said that she really likes the brick path idea.

Gerri asked about grants. Thomas said about 50% of the discussion was about grants and they came to the table with three grants we may be interested in.

Lia stated that she knows that we are looking for larger funds but not everyone can contribute a large amount. Lia continued asking if there were and activities that could include everyone. Thomas said they are looking into traditional fundraising like a vortex funnel for change from kids and adults. Gerri asked if we'd need to form a committee for this or would the staff and foundation

take care of everything. Thomas said initially he planned to see how much the foundation is willing to do so after the meeting with them he thought that the foundation and staff could handle everything. But, Thomas continued, there was a discussion originally about the board wanting to help lead the charge with this and be involved with all the events. Thomas said that he didn't want to add too much to everyone on the board's plate, but ideally board participation would make the most sense and it would be great moving forward if the board members would be willing to take on the additional duties. Lia thought that the board would be present for events. Thomas said that he was hoping for lots of board involvement that could go as far as the board wants to go. All the board members voiced their interest, discussed adding this project to the board duties, and added that there would be some duties that could be done at meetings. High Plains mentioned that they will also provide advertising materials and the board discussed that we could really benefit from their expertise. Gerri commented on how important combined resources and relationships are at this time. Sharon Ceretto said that the public should know how much HPLD Foundation is receptive to assisting us. Thomas stated that his next meeting with the Foundation will be in February so that is all his information now. Gerri asked if we are set up for donations for the new library now or do we have a process for it. Thomas answered that he thinks we could wait for the foundation to restructure to make it better for everyone.

VII. Continuing Business

- i. Land update—Thomas said that unfortunately this will not be the last land update. He reported that it is moving forward smoothly but just not quite done. We are waiting on developers to complete the surveys to show that they have finished everything they are required to do before releasing the funds to them. There should be one more land update in January but Thomas was not sure how many reports he will share afterwards because the end of year is the end of our contract. The contractors have actively started this project.
- ii. MOU on land— Lia started the report stating that Thomas forwarded email from John Chmil and asked if there were any questions. Gerri said that some of the important information should be in the IGA so it doesn't get lost in other documents. Lia asked if the board wants to do a MOU, IM, both, and have information in the IGA. Thomas said he'd like to clarify the way the land was purchased and make it well-defined that funds would go back to library if such a situation occurred. The current draft of the IGA would include documentation stating that the library and library board has full rights on the land which would make it very clear. The board could table the MOU discussion until after IGA negotiations or proceed with the IM, but Thomas said he thinks this IM issue is not important at this time. Lia asked if everyone was comfortable with tabling the discussion and having it stated in the IGA. Gerri suggested to have John Chmil look over the language in the IGA document but questioned if we should ask him now or as we get closer to negotiations. Thomas said that we are so close to having the IGA documentation ready for him to review that the board could ask him to do it all together. The board was poled, and everyone was okay with tabling the MOU for now.
- iii. Building update – Thomas reported that we are currently at end of developmental phase. He is waiting for the documents from the architect as High Plains IT has specific requirements for the building to prepare for their services. Thomas said that this is built into our timeline, so things are moving forward as anticipated. He

said he should have complete design development in the end of January or the beginning of February to present to the board.

- iv. Board Terms – Thomas reported that the board terms for Gerri and Chantel have both been approved.
- v. Officer Election – Lia stated that we need 2 volunteers for the officer election committee. Lia explained that they will meet with members informally and then make nominations for President, Vice President, and Secretary. Sharon Day and Chantel Hays volunteered to sit on this committee. The board voted unanimously to accept Sharon and Chantel as the nominating committee.
- vi. November Programming Report --Thomas reported that Cookies & Cocoa with Santa was huge success and had around 400 people attended. Thomas said that it was wonderful, and Kate Davis did great job. The library had a string quartet perform in the library and 20 people attended. Lia said the quartet was very nice. This past Saturday was a tween gift-a-thon program which was a wonderful opportunity for the 30 kids and parents that attended to create gifts for family and friends. Today in our Kids Club program we had 50 people decorating Gingerbread houses. He said that the new building floor will be easier to clean, and we will be able to open it up for more space for people. Chantel said it was so busy this time of year, so it was nice to have the large turnout.

VIII. Public Comments – There was no public attending.

IX. Board comments – Lia said that she went with Thomas on Monday night to HP for dinner. She continued that they had their regular meeting where they talked about their new building which will a highbred of a Children’s museum , maker space, and library. The High Plains Board talked about sharing materials with branch and member libraries.

Lia asked that if board members hear anything from the community to share the comments or questions with the board. Her daughter, daughter’s friends, and many other parents liked the “to go” process of the treats for Cookies and Cocoa this year. Gerri shared that a lot of people come with children to our library which is a lot different than other libraries. Lia said that she heard new people in town say that they need to come over and get library cards. The board discussed how to reach the new subdivisions. Gerri brought book for board to sign.

X. Development of next meeting agenda –

- Land
- Office elections
- IGA update
- Building update
- Review strategic plan
- Updated board Bylaws Policy

XI. Adjourn Chantel Hays made a motion to adjourn the meeting at 7:13 pm. Sharon Ceretto seconded the motion. The motion passed unanimously.

Next Meeting: January 20, 2022 at 6:30 pm.

Submitted respectfully by Mary Hoffman Edens