

FORT LUPTON PUBLIC AND SCHOOL LIBRARY
LIBRARY BOARD MINUTES
Thursday, February 17, 2022

I. Call to Order--Lia Inge called the Fort Lupton Public & School Library Board of Trustees meeting to order at 6:30 pm.

II. Roll Call – Teri Kopfman called roll.

Present at the meeting were board members Lia Inge, Teri Kopfman, and Evelyn Harlan. Sharon Ceretto joined the meeting virtually. Gerri Holton and Chantel Hays arrived a bit later.

Also attending were FLP&S Library Director Thomas Samblanet, and FLP&S Library Administrative Assistant Mary Hoffman Edens. Matt Adame the Vice-President of Weld Re-8 School District attended virtually. Attending from the public were Sharon Day’s son, daughter and granddaughter who attended to thank the board for support, flowers, and for asking them to assist with a future memorial for Sharon.

III. Approval of Agenda

There were a couple of adjustments to the agenda. The elections will be tabled until next month. The Public Comments section will be before the reports to enable Sharon Day’s family to speak to the board in a timely fashion.

Sharon Ceretto made a motion to approve the amended agenda. Evelyn Harlan seconded the motion. The motion passed unanimously.

IV. Approval of Minutes

Evelyn Harlan made a motion to approve the minutes from January 20, 2022. Sharon Ceretto seconded the motion. The motion passed unanimously.

V. Public comments – Sharon Day’s son spoke to the group expressing the family’s appreciation for the flowers and card that were sent to her funeral. He continued to tell the board about Sharon’s history of struggling to read and how she was so excited to leave a legacy for her children and grandchildren with her service to the library. There was a discussion including the family’s willingness to donate financially for the tree and/or plaque that will be installed at the new public library in her memory. Members of the board shared their sympathies, cherished memories, and personal stories of Sharon. Board members also expressed genuine appreciation for her and shared that she was a great board member.

VI. Reports -

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

ii. Weld Re-8 Report – Matt Adame was present virtually to represent the district but had nothing to report. Lia asked him about applications and Thomas said he’d update that during his report.

iii. Director’s Report (written)--Thomas Samblanet added to his written report. He reported that the library hosted the Chamber of Commerce yesterday which went splendidly. Thomas said that Michelle Finch created beautiful room and table trimmings and she and staff members decorated the fireside area. The HS catering class prepared the food and served the chamber members and that went well. Because of the last-minute notice of the date, Thomas overlooked inviting the board for which he apologized.

Thomas reported that there were three library board applicants, two were from out of our service area, but the other is a qualified applicant.

Sharon had a question about the meeting Thomas had with the foundation director. Thomas said that he will cover it in financial report.

iv. Committee Reports

1. Sunshine Fund (Ms. Holton) --The balance remains the same at \$33.01.

VII. New Business

i. Upcoming Programming – Thomas reported that the first item on the calendar is a program for staff on March 21 (changed to the 22nd) which will be for training, building teamwork, and to talk about intellectual freedom and confidentiality in libraries. After lunch we will play a trivia game. Thomas continued that almost every library does this annually and that he has chosen videos to help with the training. Gerri asked if the board could attend, and Thomas said it would be great. Sharon thought that the board would benefit from videos also.

Thomas said also on our radar is that Teri started making a chart with the staff assisting to plan the District All-School Art show. They have begun discussions with art teachers and will continue this communication after spring break. Teri said that the teachers have expressed wanting a public show. Chantel asked about a show for younger people. Teri explained that it is an all-district art show that had been held at the library for 38 years, then the school art teachers wanted to do it at

the schools. Thomas said that staff has tentatively planned to host 3 art shows in 2023; potentially one in January for people in the community who are under the age of the existing show guidelines, in November we will hold the normal art show, and the all-district art show. This will enable all community members to show their art. Lia asked Matt if this could include home school children. Matt said that he thought technically they have to do that, but he will double check with the school board. Teri and Thomas will follow up with Matt and the school district.

Thomas continued that the Mother's day tea is being worked on.

A Cinco de mayo event on May 6th with the High School dance group entertaining the attendees is scheduled.

We will have in person Cuentitos is starting in June with Damacio and Maria.

Summer reading preparations have begun.

High Plains is hosting Jason Reynolds, a young adult author, on April 16th and he will be speaking virtually. We have planned on hosting a watch party but there are no details of time yet.

- ii. Quarterly Finance Committee—Lia gave the report and said she and Gerri have been working on the 2020 audit. One of the things that dawned on them, especially with the new building, is that we may need a finance committee to meet quarterly so that we keep up to date. Lia and Gerri said that it would not necessarily be the same people and more members could be involved. Lia suggested that the board could think about it and vote on it at the next meeting. Gerri and Lia recommended having one person be the standing member and other members could sit on the committee so that everyone has knowledge about our financials. Members discussed and agreed that one person should sit on the committee and rotate other board members quarterly. **Teri Kopfman moved that the board start a quarterly finance committee that reviews the books quarterly or the month after the report. Chantel seconded the motion. The motion passed unanimously.** Lia said going forward, the committee could meet in April after receiving the March statement. Lia also mentioned that we may also want to go back to 2021.

VIII. Continuing Business

- i. Land update— Thomas gave the land update. He said that we received a letter from the sellers' Geotech partner indicating that in their opinion the soil that they provided is up to standard necessary for our project. This letter is signed, sealed, and notarized. Thomas has been advised by Wember and Olson (our Geotech company) that if the sellers feel confident that and they are willing to take responsibility we should accept the soil and move forward. The piece we are waiting on is a final grading survey because they gave us multiple points but not an actual grade, so we don't know that it's completely the way it supposed to be. We are waiting on that final grading report. He was told by Wember and Olson that we can feel confident with moving forward with the soil. Lia asked if Thomas knew when we would receive the final grading report and Thomas that he thought that it should be quickly as it was emailed it today.
- ii. Building update—Teri started the report and said the new building is looking exciting. Teri described the flooring, lighting, colors, and other elements that the design team developed. Thomas said that they have finalized the meetings for design development which the architects and builders are finalizing the documents that he will present to the board. Once they finish this, the team will meet monthly to discuss furniture. The stacks have been measured and photographed and they are discussing what we will be taking and leaving.

Teri talked about the outside design that includes hoops for bikes and 2 spots for sculptures. She said that moving and purchasing sculptures may not happen immediately, but the cement pads for them will be ready. Thomas said that there will be a decorative hanger around the inside on the walls for art. The sculpture in the front of the current location can be moved.

Lia asked Thomas to share the dates concerning the building and land. Thomas shared that there are three major dates coming up. They have submitted the official site plan to the city that will be reviewed at the first City Council meeting in April although he has not received official dates. They will need to have the site plan reviewed and approved at that point. Then we will have the groundbreaking in the last week of April with construction starting either the first or second week in May. Thomas said that this is on the School District's docket for the 24th and the build team (G.H. Phipps) has set forth an actual dollar amount for the build that needs amended in our existing contract to include that amount. Thomas and Teri will be submitting this at the School District board meeting on Feb 24th at 6:00 pm. Thomas and Lia will attend the March 1st City Council meeting when they are expected to vote to approve. Thomas said that we are still early in process for an exact dollar amount due to unknown problems such as availability and longer arrival for materials. The budget

may go up and we may need to do a change order with the city, but they will understand the logic. Roofing and electrical are the key points.

Sharon said that one of the questions she is receiving is if there will be a drive-up drop off and pick up window. Thomas confirmed that there will be a drive-through window.

- iii. Fundraising Update – Thomas met earlier in the week and discussed fund raising grants with Niamh and she offered two that will fit our project. One is open in September so there is not a lot of details yet. This would be regarding the sunshades and the protection from sun exposure from the United States Dermatological Society.

Another one that he found interesting opens for applications in April. It is the T-Mobile Hometown Grants that offer up to \$50,000 as part of revitalizing small community spaces. This one is competitive, but Thomas expressed that we have a compelling case as we serve both students and the public. The full proposal will be 3-5 pages that Thomas and Niamh will work on. The grant also requires 5 letters from local people in the community ideally from the Library Board, City Council, and the School Board. Thomas asked Matt if he would write a letter of recommendation. Thomas was hoping to get the board member's approval so Thomas could move forward. A discussion followed and the board approved of applying for this grant.

The second piece they talked about was the local fund-raising plans. A local Kiwanis group has offered a big vortex to put coils in so we will be receiving it soon. We are planning on a brick run for donations, but the location has yet to be determined. There may be different sized bricks with different prices that would enable all interested donators to participate. The prices for the bricks will be available at the groundbreaking.

A major fund raising is tentatively planned for August 27-28 with a touch-a-truck and beam signing event. Lia asked Thomas to explain what touch a truck meant. Thomas explained that different large vehicles are available for kids to explore. This could include a bookmobile, fire department vehicles, police automobiles, cherry pickers, and other large vehicles.

In September the library plans to host a scrabble tournament.

- iv. IGA – Board members asked questions, recommended corrections, and made suggestions. A discussion followed about how the board sees this IGA playing out including conversing if the City HR will weed out candidates for the Director before the committee sees them. Lia was concerned about the timeline for this process and said that if there are 3 or 4 applicants, it probably would not too long. Lia continued to express if there are more applicants, the time involved will be lengthier. Gerri stated that on the HP foundation board they had 12 or 14 and it was worth having the whole committee involved because the application doesn't always tell the whole story. Lia was concerned about the time involved and Gerri said they did it online, so it was quick. A discussion followed about if this would be covered in a policy. Thomas said that currently HR does initial screen, go through the applications, and weed out anyone who doesn't meet minimum qualifications. HR discusses their findings with the members hiring and then schedule a one-on-one half hour to an hour-long screening with specific guidance from the hiring manager as to what they are looking for from HR. They provide details to the group and then they decide who they would like to move forward in the process. Lia read item B and said that all the IGAs have an item that says the final approval is with the school. A discussion followed about the recommendation and wording that will assure that Thomas is at an elevated position. The phrase "conjunction with" was felt to be important in this section.

Thomas said that he will make the changes, run it by John, and bring it back April to discuss before the proposal to the School District and the City.

- v. Review Strategic Plan – Thomas said that he went through each of the goals and objectives inside our strategic plan and outlined multiple ways of how library staff is achieving those goals. The Strategic Plan is as follows:

Promote Community Engagement

Outreach to underserved populations and groups to foster services and programs that support these populations.

- Began providing afterschool snacks for students in Fall of 2021. We currently distribute approximately 100 snacks a day.
- We are now offering Cuentitos (storytime) online weekly and plan on offering it in person June 2022.
- Día de Los Muertos program in late October had over 100 attendees. We are planning it again in 2022.
- Cinco de Mayo event planned in 2022.
- Salsa and Salsa event planned in conjunction with the Rec Center in September to coincide with Hispanic Heritage month.
- Formed Latinx outreach and programming committee to meet monthly.

Build programs and resources that promote belonging and empower all members of our community to engage in lifelong learning.

- Partnering with Aims for twice-weekly ESL classes.
- Offered Gravestones and Victorian Death Ritual lecture in October.
- Monthly craft programs have begun again.
- Monthly adult book clubs.
- Computer basics class being planned for 2022.
- On demand tech help available daily.

Ensure that every person in our service area knows the value of their library.

- Devoted social media presence on Facebook to advertise to the online world.
- Mass mailer to all in the Ft. Lupton zip code for Cookies and Cocoa event.
- Host February Chamber of Commerce Luncheon.
- Attend large City events such as National Night Out and Trapper's Day.
- Publish event information in English and in Spanish.
- Publish major events in the Ft. Lupton newspaper.

Respond to feedback and current usage patterns to ensure our services meet the needs of our community.

- Restarted craft programming due to popular demand.
- Expanded hours based on community feedback.
- Placed suggestion box and Director business card at Circ desk for patrons to supply feedback
- Hosted multiple public meetings for feedback on the new facility.

Advocate to and for the Community

Foster connection and transparency with the community by communicating the library's brand, value, and impact in the community to actively position the library as an essential service.

- Regular attendance of City Council and School Board Meetings by Library management to communicate library affairs.
- Established regular meetings with the Rec Center to cross-market and coordinate programs with the City.
- Attend large City events such as National Night Out and Trapper's Day.

Promote collaboration between the library and both the City of Fort Lupton and the Weld Re8 School District to ensure the joint library is meeting the needs of these two entities.

- Work with Museum on Trapper's Day and the 2021 Centennial Celebration.
- Established regular meetings with the Rec Center to cross-market and coordinate programs with the City.
- Library leadership worked collaboratively with the Human Resources Department on City employee survey and hiring of new Safety and Risk Coordinator.
- Sent staff to School teacher luncheon as well as purchasing lunch for School staff professional development day.
- Hired School's catering club for Centennial Celebration and February Chamber luncheon.

Collaborate with community organizations to create programs that serve the diverse members of our population.

- Mexican Consulate attended Día de los Muertos.
- Partnered with Weld County Food Bank to supply afterschool snack.
- High School Mexican Dance Club will perform at Cinco de Mayo event.
- Publish events and an ad in El Periódico De Colorado newspaper.

Partner with schools and educators in our service area to promote academic success.

- All high school students can get a library card with their student ID
- Sent staff to School teacher luncheon as well as purchasing lunch for School staff at a professional development day.
- Library provides space for teachers and classes to use.
- Kate D. is on the Little Trapper's accountability committee.
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Build a New Public Library Facility

Work on the new public facility has been moving in earnest since Summer of 2021. Land has been purchased and the soil is nearing acceptance. Groundbreaking anticipated Spring of 2022 and completion of the facility is planned for 10 months to a year after construction start.

Work in partnership with the City of Fort Lupton, the Weld Re8 school district and the public to determine the needs and desires for the public facility.

Utilize survey data to evaluate the design of the public library.

Make safe places for every facet of the public.

Create inviting spaces for research, resources, innovation, and connection that meet or exceed the state's standards for public library facilities.

Remodel the Fort Lupton High School Library

We are prepared to remodel the High School Library once the new public facility is completed. The board set aside \$1,500,000 for this project and it remains in an account for that use. We have attempted to initiate planning discussions with the school and have been asked to wait and continue to check in occasionally.

Work in partnership with the Weld Re8 school district and the Fort Lupton High School to determine the needs of the students and staff for a high school library.

Utilize surveys to determine the design for a dedicated Fort Lupton High School library.

Create an atmosphere to promote learning that considers the designs of other successful high school libraries to reinforce the role of the library in the academic and personal success of our students.

Create inviting spaces for research, resources, innovation, and connection in a safe and secure environment.

Sharon said that she has heard comments concerning other ethnic groups not being serviced in community and she asked if Thomas had any goals for other groups. Thomas said at this point our focus is on Latino because we have good connections with the Latino community. Thomas has many ideas on engaging seniors. We are working on the adult crafting programs and then we will work on engaging other communities. Gerri said that she feels that this Strategic Plan should be presented to City Council and the School Board. Gerri added that through the turmoil the library has a fantastic staff and leadership.

Chantel suggested participation with the 4th of July city celebration. Sharon said we are doing better and have a wonderful staff. Sharon also suggested that the library participates in all city Easter egg hunt on April 9 in conjunction with the recreation center and churches. There was a suggestion to donate a grand prize with books basket. Lia asked Sharon to share what groups are concerned with programing. Questions about the inclusive 4th of July, German, Japanese, or Italian programing were brought to Sharon.

vi. 2020 Audit Committee—Lia gave the report for the Audit Committee. For the first time the 2020 Audit included the trust accounts that are listed in the financial report. The statements and reports are available for all members to look at in Mary’s office. Lia said that in 2020 the board did not meet regularly, neither did we get the financial statements consistently, and then the city changed formats. Thomas said he has a meeting with Leann tomorrow and will ask the committee’s questions at that time. Gerri said that they discovered some processes that need to be visited monthly with tracking more on a frequent basis instead of waiting until year end. Thomas brought to light several end-of-the-year transactions that are actually carried over into the next year’s financials. Lia and Gerri hope to have it completed by next month.

vii. January Programming Report—Thomas reported that we are taking it a little slower right now. There is a Facebook group circulation information about the children’s storytime, and jitterbug programs and they have boomed. Evelyn said that times for jitterbug are difficult to find on the website. There were suggestions to have a complete schedule listed to provide more information. Thomas said that patron confidentiality is a top priority and an online sign up for programs would not provide that confidentiality. Teri suggested a similar format of a linear calendar. Thomas and Ryann are working on redesigning the website and asked for feedback and to send information in an email to him. Sharon said

that the Hudson and Erie websites are user friendly. Thomas said that he had researched local library sites in and out of state, but not Hudson or Erie.

IX. Board comments Teri extended an invitation to the board for an event at the Methodist Church on April 21st from 4pm-6pm at 306 Park Avenue. This is an event that the church is working with the Historical society. Teri shared that they have outstanding stained-glass windows that have be refurbished.

X. Development of next meeting agenda –

- Land
- Building
- Officer Election
- IGA
- Audit

XI. Adjournment- Gerri Holton made a motion to adjourn the meeting at 8:19 pm. Chantel Hays seconded the motion. The motion passed unanimously.

Next Meeting: March 17, 2022

Submitted respectfully by Mary Hoffman Edens