

FORT LUPTON PUBLIC & SCHOOL LIBRARY

Minutes

Thursday, July 16, 2020

- I. **Call to Order** Ms. Holton called the meeting to order at 6:35 pm
- II. **Roll Call** Ms. Kopfman called roll. Members in attendance were Mary Uhl, Lia Inge, Chantel Hayes, and Teri Kopfman. Sharon Ceretto joined via phone and Gerri Holton attended through the GoTo Meeting website. William Victor did not attend the meeting. Also present were Weld Re-8 School Board president Susan Browne via GoToMeeting website, FLPS library director Sarah Frank, and Administration Assistant Mary Hoffman Edens taking notes via GoToMeeting website.
- III. **Approval of Agenda** **A motion was made to approve the agenda by Lia Inge, seconded by Teri Kopfman. The agenda was approved unanimously.**
- IV. **Approval of Minutes February 20, 2020** **A motion was made to approve the February 2020 minutes by Lia Inge and seconded by Chantel Hayes.** Gerri Holton wanted to clarify the discussion about the insurance for the board and what funds were used to pay for that insurance. **The motion passed unanimously.**
- V. **Public Comments** No public comments.
- VI. **Reports**
 - i. **City Report** No one from the city attended the meeting therefore no report was given.
 - ii. **Weld Re-8 Report** Susan Browne joined virtually and said that she would give a brief report. The School District has tentative plans for when school starts back in session. They have a public survey about how the public, parents, students and staff are feeling and their ideas about going back to school whether it be remote learning, in person learning, or a combination of both. The results will be discussed at the Monday school district board meeting. They are working on the calendar, but nothing is set yet. Susan Browne said that the school district is predicting that they may be losing 20-200 students because parents are losing jobs, combining households, or moving out of district. The October count will look different in the coming year, they hope to have an average number of students not just a one-day count. Gerri Holton was glad that Susan Browne was present and that we are supporting each other to support families.
 - iii. **Director's Report** (written) Sarah Frank sent the budget reductions previously and will discuss it further when city sends out the budget forms. Gerri Holton asked how many SRP "take and make" kits are available. Sarah Frank told her that there are 25 kits, but we can get more. At the time of the meeting there was a total of 62 people signed up, but Sarah Frank didn't have the exact number of kids, teens, and adults. Sharon Ceretto asked for email with a breakdown of registration amounts. Gerri Holton thought we could post the information for registration on city and school sites to generate more participants.

Gerri Holton asked about the status of the little free libraries. Sarah Frank said that she wasn't sure if people are comfortable with the using them, but we are still receiving donations for them. We will quarantine the books when we put new books in them, but it's up to individual who is hosting the little free library to maintain them. Sharon Ceretto said that in Longmont they are placing books in bags and even put Lysol in them to aid in sanitation. Unfortunately, people took the Lysol so that practice was discontinued.

Sharon Ceretto had a comment that the staff is gone above and beyond. Sharon Ceretto continued to say that Chela Balderrama did a really nice reading today, the programs are very nice, the library is meeting expectations, and the staff is getting materials out to curb side. Sharon Ceretto expressed kudos for staff. Lia Inge said that she is watching on Facebook and staff has really stepped up. Mary Uhl said it is nice programs are available for moms to be able to take a break.

Kelley Presley who was a full time LA who left in May and that position will not be filled any time soon. Sarah Frank said that we will refill Resa's Mai position after we are open.

iv. Committee Reports

1. Sunshine Fund (Ms. Holton) \$29.60 unchanged.

VII. New Business

- i. Reopening Guidelines** Sarah Frank said that we will reopen with HPLD whose plan is to open on June 29th. Sarah Frank also said that the State library is expecting the Safer at Home Order to go away July 1 and at that time turn everything over to county. Sarah Frank continued that there will be a change in open hours and there will still be curbside service. One of the reasons for the change in hours is that the staff will be cleaning where patrons have been throughout the day. The library will be open Monday – Saturday 9:00-10:00 am for vulnerable populations. There will be a limit of ten people at a time in the library. We are asking patrons to wear masks but if they don't have one, we will have disposable masks available. If a person refuses, they will be told that no staff member will be able to provide one on one service. Sarah said that she will be asking staff to talk with patrons behind sneeze guards. Most libraries quarantine all materials for 72 hours although some are choosing not to quarantine at this time. Patrons will be able to print, copy, and fax but no browsing will be allowed. Re-8 needs a couple of hours in morning for COVID-19 cleaning. We will be implementing ToGo Forms that will be available online or by calling the library that will let the patrons tell staff what kind of books or topics they enjoy, and then the staff will browse for them. Lia Inge was concerned about people who don't have ability to get on a computer and was happy that people can call in. Sharon Ceretto said some people prefer phoning in anyway and asked about the limit of people allowed into the library. Sarah Frank said that there will be a spreadsheet at the entrance desk to write the name of the person coming in and their time limit. There will be a limit of an hour a day on

the computers. Staff will have time to disinfect the tables, computers, and chairs between usage. The library is limited on how many computers will be available as they must be 6 feet apart. Lia Inge suggested to use the children's area to move computers over for more distancing, but Sarah said that the wires would not permit this. Sarah Frank said that any wiring work to make that happen would be very costly. Sharon Ceretto agreed that it would not be cost effective at this time. Sharon Ceretto asked if anyone could get more than one hour a day. Sarah Frank said not at this time, but as we find out what the needs are for the computers, we may be able to adjust. Gerri Holton mentioned that this might be an important consideration for the new library design.

Sarah Frank said that they have also turned off water fountain. Staff will be cleaning surfaces, doorknobs, light switches etc. all through the day. Mary Uhl asked if patrons can call to reserve computers and Sarah Frank said that they can make a reservation for the same day. The library will be encouraging people to call in advance of their visit, especially for computer use. We will be adjusting our procedures depending on what the city, CDC, and health departments recommend. Gerri Holton asked about cleaning the bathrooms and asked about them being cleaned only once a day. Sarah Frank said that the staff will wipe down doorknobs and faucet handles periodically but that the custodians will be cleaning the restroom once a day.

Chantel Hayes said that the homeschool community is exploding, and they prefer to come in and get books and a lot of people like to brows. Lia Inge understand that there should be no people in stacks, especially for extended periods. Sarah Frank said that once we open for browsing we will have arrows to place on the floor to direct people to move in one direction through the stacks. Mary Uhl asked if the public can bring in laptops as we move forward and asked if there was any outdoor seating. Teri Kopfman questioned if we could ask the city if they have anything we could use as an exterior WIFI area? Gerri Holton suggested creating bays to drive in. Sarah Franks said people park by this (east) wall and access the WIFI. Lia Inge suggested that we ask Re-8 if they have any tables for outside use that we could borrow, and Susan Browne wrote it down and will ask Monday.

Gerri Holton asked Sarah Frank if she had contacted the HPLD foundation for money for public WIFI sites and Sarah Frank said not yet and that they are still working on grants. Gerri Holton said that the wording of the grants was for broad band for communities with financial limitations. Sharon Ceretto suggested that we put our name in for this opportunity.

Gerri Holton said that Sarah has done a great job and has done a lot of work with all the reopening plans. Saran Frank explained some changes that included moving materials and making cataloging changes in the Easy book section that will make it easier to find books for kids and that there will be different experiences when our patrons come back.

Gerri Holton said that when our patrons come back, we could survey people to see what their challenges and needs are. Sarah Frank said that she will check with the city to see what survey service they use. Sharon Ceretto suggested providing comment cards in curbside pickup bags and asking them to return the cards with their books, this way we could get actual users' direct feedback. Sharon Ceretto continued to say that she has heard comments that people in the community are satisfied and pleased that the library is meeting most of their needs. Sharon continued to express that we could increase patron usage with utilizing comments and suggestions.

VIII. Continuing Business

- i. Building plans** Sarah Frank said that some entities have put a hold on all projects due to the economy then asked the board for their recommendations. Sarah Frank said that if we delay plans, we'd have to contact our attorney because we have active contracts in place for the construction and the owner's representative. Our realtor's contract has expired so that would have to be renewed. Sarah Frank asked if the board would want to make design changes from the recent experiences we've had. Lia Inge said she thought that the board should at least pursue purchase of land, that they had already known the budget would decrease and land will not get cheaper. Sarah Frank said building prices are going to escalate. Gerri Holton attended a webinar about how to manage budgets and the information suggested that if the contract has been started and if the entity still has money, they should move forward to get land. Sarah Frank said the city has put a hold on building other projects until July 15th. **Sharon Ceretto moved to proceed with purchase of land, Lia Inge seconded. The motion passed with Mary abstaining.** Sharon Ceretto was concerned that Mary abstained and asked if the board needs to get more information before proceeding. Gerri Holton said that HPLD is proceeding with many projects. A discussion followed about losing money that we already put forth on the project, the world economic state, and moving forward to purchase land.
- ii. Capital Budget** Sarah Frank said that she needs to know what to put in the capital budget for the building. There was a discussion about some money designated for it in this year's budget and more in next year's budget. The total is 8.5 Million dollars, that includes the owner's representative and the design team. Gerri Holton asked Sarah Frank if there is a way we can share information for cost saving procedures by having a meeting with Matt (HPLD) and Sarah Frank said she will talk with Matt. The other budget item discussion concerned the budget for equipment under \$5000. Some money was used this year for last year's purchases. We had budget items ordered last year but the chairs came later than expected so the funds ended up coming out of this year. It was discussed that COVID-19 expenses are unknown at this time. **Lia Inge moved to include the building budget of \$8.5 million and \$10,000 for the equipment less than \$5,000 in cap budget. Teri Kopfman seconded the motion and it passed unanimously.**

- iii. **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.

Sharon made a motion to go into an executive session at 7:32 pm. Lia seconded it. The motion carried.

At 7:58 Sharon made a motion to end the executive session and resume the regular meeting. Lia 2nd the motion. The motion carried and the regular meeting resumed at 8:00 pm.

Sharon Ceretto moved to go to city to renew contract with Kristel Acre of ReMax Realtors. Teri Kopfman seconded the motion. The motion passed unanimously.

IX. Development of next meeting agenda

- Budget committee
- More meetings for committee, our IGA presentation in February, the HPLD IGA, the audit, and the budget.
- Revise bylaws about how many people must be physically present for a meeting. Sarah Frank will consult John Chmil for legal advice and look over the bylaws to see if any others need updated.
- Emergency operations such and COVID-19.
- Sarah Frank said that the bylaws state that a committee is formed by necessity.
- Gerri Holton asked about forming a committee about the IGA meeting in January. Gerri Holton offered to put out the information from the January meeting to the city and the school board and put it together with our recommendations. Mary Uhl said she felt entities may be overwhelmed at this time and Lia Inge agreed and didn't approve of sending information to the city and school board at this time. Sharon Ceretto said no one knows what will happen, perhaps we should wait and see and in 30 days we may know more for better direction of how we can proceed. Gerri Holton said we could wait until next meeting to send information and set target dates.
- Start the strategic plan. Sarah Frank was asked to send the HPLD strategic plan. Sarah Frank will send the Eaton strategic plan as well.
- Audit information
- Homework: Strategic Planning

- X. Adjourn Sharon Ceretto moved to adjourn the meeting and Lia Inge seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:30.**

Next Meeting: July 16, 2020 at 6:30 PM in the library conference room.