

Berthoud Community Library District

Board Meeting Minutes

August 14, 2019

Call to Order: Lorna Greene called the August 14, 2019 Board meeting to order at 7:07 p.m.

Roll Call in Attendance: Trustees Marie Bernard, Vickie McLane, Erin Coleman, Emmy Ingham, Lorna Greene, Natalie Vogt and Paul Schumacher. Library CEO Amie Pilla.

Minutes: **Motion 0814-01** to accept the July 10, 2019 meeting minutes was made, seconded and carried.

Motion 0814-02 to accept the July 24, 2019 Special Meeting Minutes from Anderson Hallas was made, seconded and carried.

Public: None present.

Reports: Amie presented the CEO's report, Youth Services reports, Statistics for June.

Financial Report: **Motion 0814-03** to accept the July 2019 financial report was made, seconded and carried.

Acceptance of Expenditures: **Motion 0814-04** to accept the July 2019 expenditures was made, seconded and carried.

Strategic Plan:

The Summer Reading Program is wrapping up for the season. There was observed to be more participation at the teen events this year than previously. Next year, the Summer Reading Program may be modified to the "Summer Learning Program" to encompass a wider range of learning opportunities and participants. Fall (and into Spring) classes and strategic planning will be focusing on the 8 Dimensions of Wellness.

Old Business:

Policy Review:

The Human Resources Policy (last reviewed in 2016) is the last policy in need of review this year. Denise with the Employees Council advised Amie that this Policy should be reviewed to match the Employee Handbook which was last reviewed in 2018. Lorna G. and Emmy I. will be completing this review to then present to the board.

Master Plan Update:

Community Outreach dates will be held during Back to Schools Nights for Ivy Stockwell Elementary, Berthoud Elementary, and Turner Middle School. Staff/Board/Friends will attend these events with signage provided by Anderson Hallas and "jars" to poll the community. Topics of polling will be importance of "what" the library offers and "where" the library is.

General Housekeeping:

Colorado Public Library Standards on Marketing and Advocacy video was presented.

The State Library is attempting to set up a email list serve for library board trustees to receive emails with news that affects or pertains to board members. Lorna G. will be the BCLD member to receive these emails and disseminate to the rest of the board of trustees as she feels fit.

New Business:

A/C Repairs:

After loss of ability to cool the library effectively, Amie called the repair man to look at the unit. Upon inspection the repair man noted that one phase of the two-phase system had failed. He had come at the end of June and filled the system with 10 lbs of coolant which was all gone. It was noted that parts of the copper coil are in need of replacement. Two bids were obtained for repairs to the A/C unit. Northern Colorado Air came out and looked at the unit. They quoted \$9785.00 to complete the job. Tri County Heating & Cooling quoted \$7550.00 over the phone without seeing the job.

It was noted that there is not enough money in the budgeted line item of "Maintenance" for estimated repairs at this time. Amie P. responded that there would be enough money in the budget in other areas to pull from to allow for the work to be completed.

Motion 0814-05 to authorize an amount of up to \$9785.00 to repair the air conditioning unit and a request to get a second updated bid from Tri County Heating & Cooling in which they physically look at the job was made, seconded and carried.

User Behavior Policy Update:

A patron of the library violated the Behavior Policy in April of 2019. Upon this violation a letter was given to her in which she was prohibited to come into the library for one year. The letter also stated that she could appeal the process within 30 days of receiving the letter. The library received a written letter from the patron on July 31, 2019 stating she would like to be allowed back on the premises of the library.

Motion 0814-06 with the consensus of the board, states that the patron missed her 30 day deadline to appeal the suspension, the trespass order stands and she may not come back into the library until April 2020 was made, seconded and carried.

Adjournment: Lorna Greene adjourned the Board meeting at 9:02 p.m.

Next Meeting: Regular Meeting: September 11, 2019 at 7:00 pm

Respectfully submitted:

Emmy Ingham, Secretary