



# Meeting Minutes

**Berthoud Community Library**  
**Kick-Off Meeting**  
**Wednesday, 7/24/2019**  
**6:00 PM-7:45 PM (MST)p**

**Attendees:**

Amie Pilla, Library CEO  
Lorna Green, President, Library Board of Trustees  
Natalie Vogt, Vice President, Library Board of Trustees  
Emmy Ingham, Secretary, Library Board of Trustees  
Marie Bernard, Library Board of Trustees  
Erin Coleman, Library Board of Trustees  
Vickie McLane, Library Board of Trustees  
William Karspeck, Berthoud Mayor  
Wells Squier, Principal in Charge, Anderson Hallas Architects  
Rebecca Silva, Project Manager, Anderson Hallas Architects  
Rachel Koleski, Project Architect, Anderson Hallas Architects  
Elizabeth Vergillo, Project Support, Anderson Hallas Architects

1. Measurable Success & Goals

- a. Amie: Provide clear vision/plan to answer questions and concerns from the community. Meeting needs of staff / buy-in
- b. Lorna: Measurable and high community input, expanded library, fulfills needs for long term residents as well as new population
- c. Erin: Footprint for current and future (10 years) needs, quiet spaces
- d. Emmy: Reflecting needs and values of community.
- e. Natalie: New facility (not existing or adjacent), provides other means of serving community (i.e. bike repair, events, etc.) unique, "blows everyone's mind"
- f. Vickie: Generate engagement and excitement to pass bond. Fine line of inspiring without too much detail. "They heard us", inspires support
- g. Marie: Enough info to ensure a successful outcome to the ballot ask.
- h. Will: Clarity for public support, long-term and new resident support, growing together, appeal for both long-term and new residents.

2. Scenarios
  - a. Addition to Existing Library
    - i. Property acquisition needed
    - ii. Mixed use/shared w/ adjacent town site
  - b. New Building on Existing Site
  - c. New Building on Another Site. Sites currently in discussion
    - i. NS of HWY 56, S of Adams Bank, Berthoud Pkwy
    - ii. West of new developments Ziggi's
    - iii. 3<sup>rd</sup> & Massachusetts
    - iv. Possibility of Wagner-Deed Restriction "Community GTR"
    - v. Board to provide marked up map of potential site, based on meeting with town
  - d. Purchase/Lease/Renovate another building
  - e. Potential funding and partnerships
    - i. Funding possibility from marijuana sales
    - ii. Wagner development partnership
3. AH will assist to prepare a Site Selection Priority Matrix upon BCLD confirmation of list of sites currently under consideration – Development of a matrix with selected criteria to critically evaluate the different sites and their feasibility based on measurable expenses, constraints, and opportunities.
  - a. Open selection process to community
    - i. ID criteria with feedback
4. Community Outreach Support
  - a. Tailoring to Berthoud
  - b. Opportunities and events
    - i. Back-to-school night
      1. **AH to provide Library with Back-to-School night dates and times**
    - ii. Last Farmer's market 9/28/2019 & 2020
      1. **Library Board to set up booth access**
    - iii. Octoberfest, 2019 & 2020
    - iv. Berthoud Days 2020
    - v. Friends of Library Fall Fund
      1. Potentially not on option due to restructuring
  - c. Online questionnaire

- i. FB Berthoud Community and Website open to comments
  - ii. AH and Board to craft questions identifying:
    - 1. User groups
    - 2. Desired Programs
    - 3. Access information
    - 4. Important attributes
- d. Materials & graphics
  - i. Board showing comparison of current Library to other libraries
    - 1. Statistics on Library size and population served
  - ii. Desired programs to provide question board
  - iii. What is working, what is not working comment board
  - iv. Architectural business cards
  - v. Red dot/ green dot/ boards
  - vi. Bucket ballots
  - vii. BL Banner – Berthoud Library providing
  - viii. Staff questionnaires
- 5. Opportunities & Important Considerations
  - a. Transparency of Site Selection Process
  - b. Specificity of Ballot Language
  - c. Clarity of Ballot ask
- 6. Next Steps
  - a. Berthoud Library Board to meet with Town Board**
  - b. Meeting w/ Chris to discover potential locations**
  - c. Berthoud Library – review of attached, updated Memo for feedback and signoff**

Action items: As identified **In bold**, including assignment of responsibility

**NOTE:** After 8/16/2019 these minutes will serve as the official meeting record. Additions/corrections may be sent to Anderson Hallas at [RachelKoleski@andarch.com](mailto:RachelKoleski@andarch.com)

CC: Attendees, AE Team