

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, May 12, 2021
7:00 P.M.
Virtual Meeting during Covid-19 Pandemic

AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Participation
- IV. Public Engagement Proposal from Britz Company
- V. Approval of Board Meeting Minutes of March 24 and April 14, 2021
- VI. Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial report
- VII. Acceptance of Expenditures
- VIII. Strategic Plan
- IX. Old Business
 - Policy Review
 - Classes and Events; Meeting Room Use
 - Master Plan/Owners Representative Update
 - Compensation Review for Library CEO
- X. New Business
 - Other business
- XI. Adjournment

Next Meeting: June 9, 2021

Zoom Meeting ID: 846 5336 7004
Zoom Meeting Password: **156104**

Berthoud Community Library District

Board Meeting Minutes

Date: March 24, 2021

Call to Order: Lorna Greene called the Special Meeting of the Board of Trustees to order at 7:04 pm

Roll Call in Attendance: Trustees: Lorna Greene, Vickie Dunn, Melissa Robinson, Bob Latchaw, Kathleen Mitchell, Julie Oelman, CEO Amie Pilla, excused: Marie Bernard

Public Participation: Robert Herzog, Codi Newsom

Old Business: Owner's Representative

Amie Pilla, Marie Bernard and Julie Oelman interviewed the four companies that submitted proposals for the Library Project.

Julie reported that although all four companies were qualified they recommend that we hire Wember. She cited that they are a local company and have guided a number of library districts through the process. They asked a number of good questions and seemed genuinely interested in serving our community.

0324-01 Motion to offer the project to Wember was made, seconded and carried.

New Business: Resolution for Exemption from Audit

0324-02 –Motion to file the Resolution was made, seconded and carried. Trustees will sign the document electronically.

Mask Mandate – The Library will continue to require the wearing of masks as the County is still considered in the Yellow category. There will be an update on April 3

Adjournment: Lorna Greene adjourned the meeting at 7:44 pm

Next Meeting: April 14, 2021

Respectfully Submitted: Melissa Robinson

Berthoud Community Library District
Board Meeting Minutes
Date: April 14, 2021

Call to Order: Lorna Greene called the April 14, 2021 Board meeting to order at 7:06 pm

Roll Call in Attendance: Trustees: Lorna Greene, Marie Bernard, Vickie Dunn, Melissa Robinson, Bob Latchaw, Kathleen Mitchell, Julie Oelman and Library CEO Amie Pilla.

Public Participation: Hank Stuck

Approval of Board Meeting Minutes of March 2021

Motion 0421-01– First motion made to accept the March 10, 2021 minutes was made, with one correction - seconded and carried. Minutes of March 24, 2021 will be available at the May 12 meeting.

CEO's Report: Amie presented the CEO report.

Youth Services Report: None this month.

Statistics: Amie presented the statistics for March 2021

Financial Report: Financial Report not available at the time of the meeting.

Board Training:

Strategic Plan: Lorna reported that the meeting with Wember was very informative and the people were very people-oriented. She and Amie will meet with them weekly. Minutes of those meetings will be available upon request. It is hoped that they will join our Board Meetings from time to time.

Amie presented a framework for library strategies.

The board will draft three strategies; library operations, library community, and library innovation. She will send each of us a work sheet so we can make suggestions for each of these categories. We will have a meeting with break-out groups to work on these together.

Old Business:

Policy Review:

Gifts, Sponsorships, Naming opportunities: Julie will do a draft for approval by the Board.

Library Use Policy: **Motion 0421-02 to accept the suggested changes was made, seconded and carried.** Name will now be Library Operations Policy.

Classes and Events Policy: Melissa and Kathy will review and suggest updates.

Community Room Use Policy: Bob and Vickie will review and suggest updates.

Master Plan: The board and staff will continue to work with Wember to determine building needs, budgeting needs, and the best ways to proceed.

New Business

Meeting Room Future Plans:

There was a discussion on the use of meeting rooms. Things the board will need to consider include whether or not use of the room(s) will remain free, what groups may be allowed to use them, and what kinds of activities may take place.

Compensation Review for CEO

Motion 0421-03 yo have Employer's Council conduct a compensation review for the Library CEO position was made, seconded and carried.

Julie and Vickie will help Amie look at budget projections.

Adjournment: Lorna Greene adjourned the meeting at 8:56 PM

Next Meeting: May 12, 2021

Respectfully Submitted: Melissa Robinson

Berthoud Community Library District
CEO Report
April 2021

Library Operations and Services

Personnel

Liz announced her resignation from her position as Technology and Marketing Specialist here. She and her family are moving out of state. Liz will be with us through the first week of June, and we're grateful she gave us enough time to begin the search for her replacement before she leaves.

Classes/Services

I spent part of a morning with the Chamber's Leads Group, demonstrating and offering some quick training on how to use our online resources to generate business leads or help with other aspects of their business planning. Before I left, every person who attended got a library card, so we hope there will be a little jump in the use of our online resources. Some of those resources provide us with statistics, but many don't, so we rely on other people to let us know how useful those resources are.

Circulation/Collection

We completed a full-collection inventory this month. Doing this requires taking each item off the shelf, scanning the barcode, and putting the item back. Since we didn't quite have our full crew for the whole day like we usually do, we actually started what we could on Wednesday the 21st, worked all day with the library closed on the 22nd, and finished up the last few shelves on the 23rd. Out of the 23,000ish items that we own, we only have 40 unaccounted ones.

Building and Grounds

Our restroom heaters needed another repair. Since the HVAC system doesn't extend into the restrooms, we have individual units in each of the two rooms, and the heating element wears out and needs frequent replacement.

Technology

We ordered additional hardware, namely microphones and headsets, that will allow us to record multiple people at the same time in future podcast episodes. Get ready for interviews!

Policies and Procedures

Though the mask mandate and other public health orders appear to be changing daily, in actuality the rules for libraries haven't changed much at all. We anticipate the next real change will be when the mask mandates lift.

Outreach and Publicity

We are now a location for KidsPak, the service from the Loveland Rotary Club that provides food to kids in our school district.

I was invited to attend a meeting with the Thompson School Board, several TSD staff members, the Town Board, and several town staff members. We were able to update each other on what our respective organizations are doing and look for ways we could partner in the future.

Financial

We upgraded our Quickbooks program this month. Many of the issues that we were having with writing checks and balancing month-end information had to do with new platforms, especially our payroll platform, not working well with our 2017 version of Quickbooks. It appears that all systems are go now, and we have built-in tech support with our upgrade in case anything else goes haywire.

Strategic Plan

Nothing to report.

Meetings and Workshops

Amie—Chamber Board meeting, April 6; State Library Directors meeting, April 6; House of Neighborly Service meeting, April 7; CAL Futurist Interest Group meeting, April 9; Planning Committee Meeting, April 9; Berthoud Faith Coalition meeting, April 12; Employers Council Writing Effective Job Descriptions class, April 13; Berthoud Coffee with a Cop meeting, April 15; Planning Committee meeting, April 16; Chamber Leads Group meeting, April 21; Thompson School District Board and Community meeting, April 21; Chamber Coffee and Conversation, April 28; Employers Council Compensation meeting, April 28; Planning Committee meeting, April 29

Bella— Colorado Library Consortium online conference, 4 sessions;

Diane— Mysteries They Wrote, webinar

Jean— Colorado Library Consortium online conference, 3 sessions

Jennifer— Friends of the Library meeting, April 7; Canon meeting, April 12; Quickbooks meetings, April 14-16; Colorado Library Consortium online conference, 2 sessions

Sarah— Colorado Library Consortium online conference, 6 sessions; Great Courses, Forensic History, online course

Grants and Gifts

Nothing to report.

Respectfully submitted,

Amie Pilla

May 3, 2021

**Berthoud Community Library
Statistics April 2021**

Statistics	Apr-20	Apr-21	% change	YTD 2020	YTD 2021	% change
Circulation						
Circulation	645	3929	509%	12352	15159	23%
Reference Questions		0		11232	0	-100%
Program attendance	12	66	450%	788	240	-70%
People counter	0	1804	#DIV/0!	7406	7215	-3%
3M Ebooks	242	204	-16%	732	876	20%
Interlibrary Loans						
Number of items borrowed	0	6	#DIV/0!	29	26	-10%
Number of items loaned	2	0	-100%	52	76	46%
ASPENCAT						
Number of items borrowed	0	484	#DIV/0!	1318	1958	49%
Number of items loaned	0	314	#DIV/0!	682	1143	68%
Registered Patrons						
New cards	10	44	340%	137	127	-7%
Total number of card holders	8119	8420	4%	8119	8420	4%
Residents	6723	6972	4%	6723	6972	4%
Non-Residents	1396	1448	4%	1396	1448	4%
Collection						
Materials added	100	310	210%	620	873	41%
Materials withdrawn	233	33	-86%	1194	137	-89%
Total materials owned	22109	1448	-93%	22109	1448	-93%
Technology						
Computer use	0	173	#DIV/0!	996	714	-28%
Web usage	1679	2393	43%	8987	9201	2%
Tech Coaching	17	147	765%	288	439	52%
Volunteer hours worked	0	0	#DIV/0!	272	0	-100%
Over Drive		147	#DIV/0!		216	