

**Berthoud Community Library District**  
**Regular Board Meeting**  
**Wednesday, July 14, 2021**  
**7:00 P.M.**  
**Library Community Room**

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Public Participation
- IV. Approval of Board Meeting Minutes of June 9, 2021
- V. Reports
  - CEO's report
  - Youth Services report
  - Statistics
  - Financial report
- VI. Acceptance of Expenditures
- VII. Old Business
  - Master Plan/Owners Representative Update
  - Policy Review
  - Upcoming: Record Retention Policy; Use of Surveillance Policy
- VIII. New Business
  - Computer Use and Distancing Recommendations
  - Other business
- IX. Adjournment

Next Regular Meeting: August 11, 2021

## Berthoud Community Library District

### Board Meeting Minutes

**Date: June 9, 2021**

**Call to Order:** Lorna Greene called the June 9, 2021 meeting to order at 7:01 pm

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

**Public Participation:** Rachel Fenn

**New Member and New Vice President of the Board:**

**Motion 0621-01 Motion made seconded and carried:** to Appoint Karen Anderson as a new member of the Board of Trustees. Final approval needed from the Berthoud Town Council and the Larimer County Commissioners.

**Motion 0621-02 made, seconded and carried** to appoint Vickie Dunn to be the Vice President of the Board of Trustees replacing Marie Bernard.

**Approval of Board Meeting Minutes**

**Motion 0621-03 made, seconded and carried** to approve Board minutes of May 12, 2021

**CEO's Report:** Amie Pilla presented the CEO report.

**Youth Services Report:** Christy Headrick submitted the Youth Services Report.

**Statistics:** Amie presented the statistics for May 2021

**Financial Report:** None submitted this month. Will review them next month

**Expenditures::** None this month. We will review them next month

**Old Business**

**Master Plan: Owners Representative Update**

Amie and Lorna continue to meet with Wember weekly. We now have an operational budget for the new Library. Amie reported that the plan may require the building to be more than one story high.

**New Business:**

**Summer Library Public Engagement:** Amie will contact Board members regarding public engagement opportunities

**Printing Costs:** **Motion 0621-04 made, seconded and carried** to continue offering photo copies of less than ten pages gratis. The Library will now charge \$.20 per page for black and white copies over ten pages and \$.50 for color copies over ten pages.

**Executive Session:** **Motion 0621-05 made, seconded and carried** for the Board to go into Executive Session at 7:48 pm.

**June 9, 2021 Board Meeting reconvened at 8:49 pm.**

**Motion 0621-06 made, seconded and carried** to increase CEO Amie Pilla's base salary to \$94,000 (25 percentile of market) beginning with the first pay period in July 2021.

**Adjournment:** Lorna Greene adjourned the meeting at 8:53 pm

**Next Meeting:** July, 14, 2021 – Larimer County Health Guidelines permitting, we may do a hybrid meeting with the option to meet in person or to join via ZOOM.

**Respectfully Submitted:** Melissa Robinson

Berthoud Community Library District  
CEO Report  
June 2021

**Library Operations and Services**

*Personnel*

Liz Miller completed her employment with us and moved out of the state. The search for a new Technology and Marketing Specialist began at the end of May, completing first phone interviews and then in-person interviews toward the end of the month.

*Classes/Services*

Civic Breakfast returned to our class lineup, and we were able to gather a small group of people for breakfast and conversation. This month's topic was 2020 Redo, and we discussed only two questions: if 2020 happened again, what would you do the same, and what would you do differently? The conversation lasted over an hour. In other news, we've decided to rename our Civic Breakfasts and Civic Dinners, calling them Food for Thoughts in the future to see if we draw more people.

*Circulation/Collection*

Throughout the spring, we averaged somewhere between 50 and 70 people coming through the building most days. In the first few days of June, we were seeing between 140 and 160 people coming into the building.

*Building and Grounds*

Jennifer took the time to fluff up all the flowerbeds around the building, redistributing mulch, pulling weeds, and planting a few new plants where old ones had died. Many thanks to Jennifer to making the exterior of our building inviting to people.

*Technology*

Nothing to report.

*Policies and Procedures*

While most Covid-19 restrictions lifted, the recommendations remain that computer workstations remain at least 6 feet apart. That means we still are able to use only half of our public computers at any given time, and are considering purchasing additional laptops or Chromebooks for people to use to access the internet when the computer workstations are full.

*Outreach and Publicity*

The Friends of the Library donated the payment for a trailer for the Berthoud Day parade. Several board members, staff members, and Friends steering committee members walked in the parade alongside the float and handed out bookmarks to the crowd. Particular kudos go to Bella, who was able to get the library's contact information stamped on almost 1,000 bookmarks that weren't delivered until 12 hours before the parade.

### *Financial*

The State Legislature lowered the tax assessment rate for the years 2022 and 2023. That means we could see a decrease in the assessed value next year, depending on growth. Many library districts, as well as other special districts, are considering going to the ballot this fall in order to protect their funding.

### *Strategic Plan*

Nothing to report.

### **Meetings and Workshops**

Amie— Friends of the Library meeting, June 2; Planning Committee meeting, June 3; Berthoud Day Parade, June 5; Recreation meeting, June 7; Chamber Board meeting, June 8; CAL Futures Interest Group Seminar Planning meeting, June 10; Planning Committee meeting, June 10; CAL Futures Interest Group meeting, June 11; Berthoud Faith Coalition meeting, June 14; Planning Committee meeting, June 15; Chamber meeting, June 16; Planning Committee meeting, June 17; Wildfire Board meeting, June 16; Planning Committee meeting, June 21; CAL Futures Interest Group Seminar Planning meeting, June 23; Chamber meeting, June 23; Planning Committee meeting, June 30

Bella— Presentations to Impress from the Experts, online course; Social Media Mastery, online course

Diane—4 collection development webinars

Jennifer— Friends of the Library meeting, June 2

### **Grants and Gifts**

SDA Safety Grant, \$1425.76— the Special District Association, through whom we have our property and liability insurance, sponsored a grant that covered nearly all the cost associated with installing the filtration device on our HVAC system.

Respectfully submitted,

Amie Pilla

July 6, 2021

## Youth Services

### **Programs and services**

#### **Story times:**

Attendance for story time averages 16. Story time classes are offered, outside Friday at 10 a.m.

#### **Summer Learning:**

Children's performers are averaging 52 attendees. Teen programs are averaging 7 attendees. As of today, we have 293 (youth and teen) registered for the Summer Learning Program.

#### **Children's area:**

More toys have been moved into the children's area from storage, as restrictions are lifted.

#### **Displays**

Prizes for summer learning are on display. Also, there is a display for graphic novels on the end cap.

## Berthoud Community Library District Statistics June 2021

Statistics	Jun-20		Jun-21		change	%	YTD 2020	YTD 2021	change	%
<b>Circulation</b>										
Circulation	2181	4793	120%	15748	23627	50%				
Reference Questions	0	0		11232	0	-100%				
Program attendance	104	381	266%	959	640	-33%				
People counter	559	2486	345%	8192	11371	39%				
3M Ebook	261	218	-16%	1329	1332	0%				
<b>Interlibrary Loans</b>										
Number of items borrowed	1	15	1400%	30	50	67%				
Number of items loaned	0	0	#DIV/0!	52	0	-100%				
<b>ASPENCAT</b>										
Borrowed	66	321	386%	1384	2639	91%				
Loaned	96	296	208%	778	1731	122%				
<b>Registered Patrons</b>										
New cards	30	79	163%	181	245	35%				
Total number of card holders	8159	8541	5%	8159	8541	5%				
Residents	6753	7075	5%	6753	7075	5%				
Non-Residents	1406	1466	4%	1406	1466	4%				
<b>Collection</b>										
Materials added	341	168	-51%	1011	1250	24%				
Materials withdrawn	36	14	-61%	1244	173	-86%				
Total materials owned	23136	24617	6%	23136	24617	6%				
<b>Technology</b>										
Computer use	47	169	260%	1045	1045	0%				
Web usage	2368	2492	5%	13626	14025	3%				
Tech Coaching	24	85	254%	340	608	79%				
Volunteer hours worked	0	0	#DIV/0!	272	0	-100%				
OverDrive		116			426					