

Berthoud Community Library District
Regular Board Meeting
Wednesday, November 10, 2021
7:00 P.M.
Library Community Room/ Zoom Hybrid Meeting

AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Participation
- IV. Approval of Board Meeting Minutes of October 13, 2021
- V. Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial report—postponed
- VI. Acceptance of Expenditures—postponed
- VII. Executive Session: CEO Evaluation
- VIII. Strategic Plan
- IX. Old Business
 - Library Building Plans
 - Policy Review: Code of Service; Borrowing and Loan Policy; User Behavior Policy; Gifts and Naming Policy
- X. New Business
 - 2021 Budget Amendment
 - Preliminary 2022 Budget
 - Trustee Vacancy
 - Other business
- XI. Adjournment

Budget Hearing: December 1, 2021, 7:00 p.m.

Next Regular Meeting: immediately following the Budget Hearing

Zoom Meeting ID: 846 8972 9256

Zoom Meeting Password: **532239**

Berthoud Community Library District

Board Meeting Minutes Hybrid Meeting

Date: October 13, 2021

Call to Order: Lorna Greene called the October 13 2021 meeting to order at 6:58 pm. Hybrid meeting.

Roll Call in Attendance: Trustees Present: Lorna Greene, Vickie Dunn, Melissa Robinson, Bob Latchaw, Kathleen Mitchell Julie Oelman, Karen Anderson, Amie Pilla, CEO

Public Participation: None

Approval of Board Meeting Minutes

Motion 1021-01 to approve Board minutes of September 8, 2021 made, seconded and carried.

CEO's Report: Amie Pilla presented the CEO report. (Kathy Mitchell and Karen Anderson volunteered to help with the building grounds maintenance.

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

Statistics: Amie presented the statistics for September 2021

Financials

Motions 1021-02 and 1021-03 to accept Financials for August and September made seconded and carried

Motions 1021-04 and 01-21-05 to accept Expenses for August and September made, seconded and carried

Strategic Plan: Amie will send each Trustee two questions to contemplate and will report on the Staff's responses.

Old Business

Library Building Plans - Will not be discussed until after the November 2, 2021 ballots are tabulated.

Record Retention Plan –

Motion 1021-06 made, seconded and carried to accept the report that Julie Oelman presented.

New Business: Amie presented the proposed 2022 budget with both the current Library and the new Library scenarios. This will be available for the public to view and to comment on at the November Meeting.

December Board Meeting: **Motion 1021-07 made seconded and carried** to move the December Board meeting to December 1 so Amie can attend the Chamber Of Commerce Gala.

CEO Evaluations. Each Trustee will fill out the Evaluation Form and return it to the Library, for Lorna to tabulate, by the end of October but no later than November 3. At the November Board Meeting we will go into Executive Session to review the evaluations and report the results to Amie

Other Business: Lorna attended a Fire Department Board Meeting where their Board supported our new Library proposal.

Next Regular Meeting November 10, 2021

Respectfully Submitted: Melissa Robinson

Berthoud Community Library District
CEO Report
October 2021

Library Operations and Services

Personnel

Nothing to report.

Classes/Services

Adults participated in a Stop the Bleed course, designed to help people determine how to stop their own or another person's bleeding while waiting for emergency personnel to arrive. We're hoping to offer the course again, and the participants said they'd encourage anyone to take the course when given the opportunity.

We hosted our First Annual Amateur Bake-Off the weekend of the 16th. Participants entered baked goods in five different categories: cakes, pies, breads, cookies, and pastries. The winner of each category received a gift card to Garden Spot Sweets and Treats, and the overall winner, Christine with her Chocolate Chunk Cookies, also received a Great British Bakeoff cookbook. Our judges were Rich and Neal from our local VFW Post 12189.

Circulation/Collection

As part of our Strong Families and Community theme for fall, we created 72 emergency preparedness kits for families in our community. Those kits are backpacks which include emergency radios, fireproof document bags, PPE, flashlights, and binders of information for families to work through together as they plan for possible emergencies like storms, flooding, house fires, etc. Those kits were created with funding from the federal ARPA grant administrated by the State Library.

Building and Grounds

McCrary and Sons came through early in the month to take care of our sprinkler blowout, prepping the system for winter.

Technology

Nothing to report.

Policies and Procedures

The Larimer County Department of Health and Environment issued a mask mandate for all indoor spaces beginning at noon on October 20. Our role is to post signs on the door and to remind people that the mandate is in place.

Outreach and Publicity

We played games and talked about library services with visitors to our booth at Oktoberfest. Thousands of people visited the park, and we talked to a couple hundred over the course of the day.

We posted another episode of our This is Berthoud podcast with guests. Patrick Dillon and Will Karspeck came in to discuss affordable housing, housing authorities, and what any of that has to do with Berthoud. That episode, like all the others, is available now on the website.

Financial

Nothing to report.

Strategic Plan

To correlate with the library board discussion, staff were asked to answer two questions: In your own words, what problem is the Berthoud Library trying to solve? And How will the Berthoud community look different when we are successful? The answers will be shared with the board at the November meeting.

Meetings and Workshops

Amie—Colorado Public Library Directors meeting, October 5; Friends of the Library meeting, October 6; Larimer County Digital Inclusion Project meeting, October 7; CAL Futures Interest Group meeting, October 8; Chamber Board meeting, October 12; Town Board meeting, October 12; Chamber committee meeting, October 20; Coffee with the Chiefs, October 21; Lions Club meeting, October 21; CAL Futures Interest Group meeting, October 22; Global Justice Strategic Planning meeting, October 27; Chamber Business After Hours, October 27; Planning Committee meeting, October 28

Diane—Fabulous Fiction webinar; Must Read Mysteries webinar; Aspencat Users Group meeting; Library Journal's Summit webinar

Jennifer— Friends of the Library meeting, October 6

Grants and Gifts

Nothing to report.

Respectfully submitted,

Amie Pilla

November 4, 2021

Youth Services

Programs and services

Story times:

Attendance for story time averages 15. Story time classes are offered, Wednesday and Friday at 10:30 a.m. Shelby and Leslie, our therapy dog team, has started attending Friday storytimes.

Children's area:

A regular cleaning routine is followed when Youth Services Librarian is in the building. There is a bin for toys to be cleaned at all times.

Monster Bash

We were able to host the Monster Bash event with both indoor and outdoor activities. 47 people participated in the 2 hour event.

Professional Development

Please see attached report for October.

Weeding

I have completed the weeding of materials for the current year.

**Berthoud Community Library District
Statistics October 2021**

Statistics	Oct-20	Oct-21	% change	YTD 2020	YTD 2021	% change
Circulation						
Circulation	3279	3905	19%	27574	40151	46%
Reference Questions	0	0		11232	0	-100%
Program attendance	107	263	146%	1235	1524	23%
People counter	1854	2623	41%	12776	21561	69%
3M Ebook	247	211	-15%	2345	2214	-6%
Interlibrary Loans						
Number of items borrowed	7	11	57%	54	95	76%
Number of items loaned	3	0	-100%	67	0	-100%
AspenCat						
Borrowed	423	479	13%	2898	4392	52%
Loan	244	389	59%	1718	2923	70%
Registered Patrons						
New cards	36	51	42%	279	489	75%
Total number of card holders	8255	8847	7%	8255	8847	7%
Resident	6834	7342	7%	6834	7342	7%
Non- Resident	1421	1505	6%	1421	1505	6%
Collection						
Materials added	174	195	12%	1880	2055	9%
Materials withdrawn	170	31	-82%	1680	904	-46%
Total materials owned	23480	24693	5%	23480	24693	5%
Technology						
Computer use	158	229	45%	1417	1871	32%
Web usage *	2201	2665	21%	22445	25668	14%
Tech Coaching	42	89	112%	542	933	72%
Volunteer hours worked	0	0	#DIV/0!	272	1	-100%
OverDrive		114			899	

Gift Policy—Berthoud Community Library District

The Berthoud Community Library District (the “Library”) welcomes gifts and donations from local business, corporations, families and individuals to support the Library that will provide the Library with the resources, including revenue and/or in-kind contributions, to enhance programs, activities, events and services to the community that comprises the Library District.

The Board of Trustees of the Berthoud Community Library District believes that libraries play an essential role in the quality of life of our citizens and in this important function, the Library is supported through public funding supplemented by donations.

Library Principles Surrounding Donations:

- All gifts, grants and/or support must further the Library's mission, goals, service objectives and priorities. They must not drive the Library's agenda or priorities.
- All gifts, grants and/or support must preserve equal access to Library services. Sponsorship agreements must not give unfair advantage to, or cause discrimination against, against sectors of the community.
- All gifts, grants and/or support must protect intellectual freedom. Sponsors may not direct the selection of collections or require endorsement of products or services.
- All gifts, grants and/or support must ensure the confidentiality of user records. The Library will not sell or provide access to library records in exchange for gifts or support.
- All gifts, grants and/or support must allow for other actual or potential donors to have similar opportunities to provide support to the Library.
- All gifts, grants or in-kind support given with special requirements must be approved by the CEO. The solicitation of gifts, grants or in-kind support by library staff valued at over **[\$1,000]** must receive prior approval of the CEO. All gifts valued at **[\$5,000]** or more must be accepted by resolution through the Library Board of Trustees.
- The Board will not assess or suggest a value for non-monetary gifts for income tax or other purposes; any letter of acknowledgment will not contain a statement of value.

Authority

The Library Board of Trustees has authority over naming. All commemorative naming proposals shall be approved by the Library CEO prior to discussing the proposal with a prospective donor. The Library CEO will refer naming proposals for an entire building, significant area or collection within the Library at any of its locations, to the Trustees for their consideration and review.

Criteria for Naming Buildings and Interior/Exterior Spaces - Generally

A building or significant area within and building occupied by the Library may be named for individuals, families or entities meeting one or more of the following criteria:

- Donors who have made a significant financial contribution to the Library including donors who have made a significant contribution toward the construction or operational support of a building

or major renovation of an existing building or portion thereof, an endowment whether at the Library or at the Friends, or other program or activity of the Library.

- Distinguished person who has provided extraordinary service to the Library or who otherwise merits special recognition;
- Extraordinary service to the Library as a staff member.

Criteria for Naming Buildings and Interior/Exterior Spaces – New Construction

When the naming opportunity concerns a new library building or renovation of the existing building, a donor will be required to provide a gift supporting a substantial portion of the funds needed to complete the project, or a predetermined gift. **Appropriate naming opportunities and naming gift thresholds will be established and documented in a funding plan for each project.** Physical spaces will not be named in honor of a donor in return for an estate commitment. There shall be a due diligence review of each naming proposal to carefully consider the overall benefit of such naming to the Library, including whether the name is and will continue to be a positive reflection on the Library. Such due diligence shall include the following:

- Review of any possible conflict of interest issues affecting the Library;
- Evaluation of the impact on future giving by the donor and others;
- Any other factors that could reflect negatively on the Library.

In order to avoid any appearance of commercial influence or conflict of interest, or any other potentially adverse consequence, additional due diligence shall be undertaken before recommending that the Trustees approve any naming opportunities that include a commercial enterprise. Naming opportunities may be assigned that include a commercial enterprise only if the proposed name is appropriate in the public setting of the Library and will not detract from the Library's use or the Library's reputation as a public entity.

Duration of Names and Name Changes

Naming rights in honor of an individual or individuals, family or non-commercial entity are generally expected to last for the useful life of the building, interior/exterior space or program.

Naming in honor of a commercial enterprise will have a set number of years attached to the naming, which will be determined on a case-by-case basis and included in a signed gift agreement associated with the naming opportunity. The duration of a commercial enterprise name shall normally remain the same notwithstanding future changes in the commercial enterprise name; provided, however, in the event of a name change in the commercial enterprise, the Trustees may at their sole discretion elect to remove the established commercial enterprise name or to change the name, if either such action is determined to be in the best interest of the Library.

If a building or area within a building is substantially renovated (providing new useful life equivalent to a new building), or if there is a significant addition to a building, it may be renamed, subject to the terms, conditions or restrictions set forth in any gift agreement related to prior naming action.

Removal or Change of Name

Naming recognition is provided to individuals, families and entities that exemplify the attributes of integrity and civic leadership. If an individual, family or entity for whom a naming commitment has been made violates these standards, the Library may elect to remove the individual, family or entities name from the naming opportunity. Before taking such action, the Library shall undertake due diligence, including consultation with counsel, as to any legal ramifications that the Library may have under any pre-existing agreement(s) related to naming opportunities or in regard to any other matter that may have legal bearing upon a proposed change in name. Any naming authorized by the Trustees can only be revoked by a vote of that body.

Alternatively, unforeseen circumstances may make it impossible for a donor to complete a gift commitment after that commitment has been recognized by placing a name on a building, interior/exterior space or major program. The Trustees, in cooperation with the board of the Friends & Foundation, will make reasonable efforts to work with the donor to create a plan for completion of the commitment. However, in certain circumstances it may be necessary in the best interests of the Library to remove the donor's name from the naming opportunity.