

Fort Lupton Public and School Library
Board Meeting Minutes
January 18, 2018

- I. **Call to Order** Vice-Chair Teri Kopfman called the meeting to order at 6:30 pm in the conference room at the library.
- II. **Introduction New Board Member & RE8** Jesse Campbell and Victoria LeMay were introduced and the other board members introduced themselves to them.
- III. **Roll Call** In attendance were
 - i. Beth McWilliams, Teri Kopfman, William Victor, Victoria LeMay, Jesse Campbell, and Misty Kirschenman. Sharon Ceretto was not in attendance.
 - ii. Also attending were Chris Cross from the city, Sarah Frank the Library Director, Susan Browne the Re-8 Board President and Ex-officio, and Mary Hoffman Edens taking notes.
- IV. **Approval of Agenda:** There was an addition to the agenda (Art in Public Places under new business). Misty moved to approve then and William seconded the motion. The motion carried. There was a discussion about the Web site and our social media presence, untapped talent and volunteers.
- V. **Approval of Minutes:**
 - i. Victoria moved to approve the December 21, 2017 minutes and William seconded the motion. The minutes were approved.
- VI. **Reports and Correspondence**
 - i. **City Report:**
 - Chris informed the board that Michael Long is a new council member.
 - The water reservoir project will begin to create the 250-300-acre water storage which will store raw water and serve as a pre-plant facility. This should be completed by the end of 2018. Chris talked about the current water sources.
 - There is a new addition to the city's fleet of cars named SPARKY, an electronic car.
 - Ex-officio from city was brought up and Chris said they are working on a candidate for the library board.
 - A collaboration with CDOT will address the issues of the sign at highway 85 and highway 52 stating that there is no right turn.
 - ii. **Director's Report:**
 - Sarah told about the process of hiring the HPLD director. There were originally 27 candidates that applied that the committee narrowed it down to 8 people. There will be skype interviews on Monday and Tuesday (January 22 & 23) to bring the possible candidates down to 3 people. On February 5th they will announce the final names. The committee will be

conducting interviews on February 9th, and hold a public meeting on February 8th in Greeley. The finalists will tour the district and meet with various groups including the member directors.

- The library does not own the historical Lyons' murals so we cannot insure them. Sarah met with Alan Kaylor who is considering how the school district can proceed with insurance.
- Susan was asked about the school district insurance and then she explained how the new fire sprinkling system will work. The emergency system will be updated in the Summer.

iii. **Committee Reports:** Sunshine Fund (Ms. Kirschenman) No change. The board explained the fund to the new members.

VII. New Business

- i. **RE8 School Representative Re-appointment:** Mathew Adame, who will be the new school ex-officio, was not in attendance. Hopefully, Beth will be officially reinstated to the board as of Monday's school board meeting.
- ii. **New Officers:** Teri and Misty will be working on the new appointments of chair, vice-chair, and secretary. According to by-laws, the board is mandated to vote for these positions in January. There are many new members so there was a discussion to postpone the appointments until the next meeting. Teri moved that the board table the presentation and appointments until next meeting. Misty seconded the motion and carried. There will be a check on by-laws to see if there is also a treasurer appointed.
- iii. **Meeting Time:** After a short discussion Misty moved that the monthly meeting time be permanently changed to 6:30 pm, and Jesse seconded. The board passed this motion.
- iv. **Chamber lunch:** On February 14, 2018 the library and the school district will co-host the Chamber of Commerce meeting and luncheon in the library. The High School's catering class will be hired to provide the lunch. Sarah mentioned that the board members are welcome to come, and they should inform her of their wishes to attend.
- v. **Services from HPLD:** The new HPLD board created a committee to improve relationships with the member libraries. This group has compiled a document about the member library services and issues and will present at a HPLD meeting on March 5, 2018.
- vi. **Ex-Board member appreciation:** Carol was on board for six years and the board discussed a gift for her service. Different ideas were discussed such as a gas card or audiobooks. It was decided that Misty will pick up a gas card for \$40 and bring a greeting card for the board to sign to the library. The board members can drop by the library and sign the card so that Carol can receive her gift prior to next month's meeting.
IGAs were described and discussed for the new members information.
- vii. **Community art show** Teri told about the Art and Public Places committee and their wishes to do more for community. A community art show is an event they would like to start and they thought the library would be a great place to host this type of event. Qualifications were discussed as far as number of works, limitations size and locations. Outside art work was discussed. The first show will have limitations on the size of the art work along with other guidelines. It was suggested that the art work could be displayed

for two to four weeks depending on library schedules. Security was also discussed as a concern.

VIII. Continuing Business:

- i. **Additional library Building:** Sarah informed the new members about the matter of adding an additional library building. The attorney she contacted gave her the information that it would be legal to build an additional building for a public library along with maintaining the school library. Beth told about the financial options about purchasing land now and saving for the actual construction. If the new building is not constructed, a major renovation of this library may be planned to include a new entrance.
- ii. **Summer 2018 Construction:** Alan Kaylor and Bob Grondin, from RLH engineering, have met with Sarah and talked with her about how the fire sprinklers are fine tuned to a localized area. The sprinklers will take 4 to 6 weeks to install. The drop ceiling must be taken out, the extra high ceilings will take some extra work, and there are failing exterior walls in the high school. The exterior walls look like they may need more work. Alan Kaylor will do walk through of the middle school with Sarah which may be a location for the library during construction. There are spaces near Safeway but one is rented and they will not rent the other location monthly. The district Summer program to provide breakfast and lunch for city residents will occupy the lunch area so we may be able to use it after 1:00 pm and use other rooms for computers and programs.

IX. Development of next meeting agenda: Suggested topics include elections, library building, report from Jesse, and an update on summer construction. At this time in the meeting Susan shared additional information about the Middle School and using it as a location for the library during construction.

X. Adjourn: The meeting was adjourned at 7:57 pm

Next Meeting:

Respectfully submitted,
Mary Hoffman Edens