

FORT LUPTON PUBLIC AND SCHOOL LIBRARY

Board of Trustees Meeting

December 20, 2018

Minutes

The regular meeting of the Fort Lupton Public and School Library Board of Trustees was called to order at 6:30 PM on Thursday, December 20, 2018, with Board President Beth McWilliams presiding.

I. **Call to Order** i. Ms. McWilliams took the roll call. Trustees present: Beth McWilliams, Teri Kopfman, Melia Inge, Victoria LeMay, Gerri Holton. The December 20, 2018 meeting, therefore, had a quorum.

ii. Trustees Absent: Jesse Campbell, Sharon Powell-Ceretto, William Victor

iii. Also attending were Claud Hanes, City of Fort Lupton Administrator; Sarah Frank, Fort Lupton Public and School Library Director; Matthew Adame, Re-8 Board of Education liaison; Janice Wilkins, community member; and Resa Mai, Fort Lupton Public and School Library representative taking minutes.

Ms. McWilliams called the meeting to order at 6:30 PM.

II. Roll Call

I **II. Approval of Agenda:**

Ms. McWilliams requested to approve the December 20, 2018 board meeting agenda. Ms. Holton moved to approve the agenda and Ms. LeMay seconded. The motion to approve the agenda carried.

IV. Approval of Minutes

Ms. McWilliams requested to approve the November 15, 2018 board meeting minutes. No changes were proposed. Ms. Inge motioned to approve the November 15, 2018 minutes. Ms. Kopfman seconded. The motion to approve the minutes carried.

V. **Introduction of new employee.** Sarah Frank introduced new Patron Services Supervisor, Theresa (Resa) Mai was introduced. Ms. McWilliams ask about Mary Evans, Ms. Frank shared that she would not be back until the 24 of January at the earliest.

VI. **Public Comments.** No public comment

VII. Reports.

i. **City Report:** Mr. Hanes gave the City's report. Mr. Hanes reported the following items EOY 2019 budget was approved.

Utility hike was approved starting in January of 2019

Also approved an agreement with Tristar Generation, a standing partnership for a terminal reservoir for water treatment. 252-acre foot reservoir

Received a \$400k Dolla grant for construction of water connections and paving of Cemetery Rd from Denver to 29 ½. They will happen in 2019.

There have been a couple of change orders, one for a water sewer project specifically for a property from 14 ½ along Factory circle. And a valve replacement change order, there were some issues when discovered when road work finds issues other than the specs.

Question was heard from Ms. LeMay regarding the age of the sewers. Mr. Hanes verified that some of the sewer lines are old, replacements occur through the years and will continue to do so. No additional questions were offered.

ii. **Weld Re-8 Report:** Mr. Adame acknowledged that they are still waiting on the Bond Oversight Committee, it has not been forgotten. They are working on plans to meet again. Mr. Adame will follow up.

They are still working out the kinks in construction.

Monday, December 17, Mr. Victor was reappointed for the next four-year term.

Ms. LeMay asked about the handicap door accessibility, when it would be fixed. Mr. Adame stated that he thought it had been completed and would check into it.

No additional questions were offered.

iii. **Director's Report:** Ms. Frank reminded the board that the library will be closed on December 24, as part of the holiday, and again on the 26th as part of facility maintenance. During which they will be –

replacing about 100 different lights

Replacing ceiling tiles that are stained

Taking out the gates

Replacing carpet squares

Have been told that they have all of the equipment ready to go. Goal is to be reopened on December 27th.

Ms. Frank provided images and introduced the new FLPSL logo. People will start seeing it on fliers and on the new website in February 2019.

Question from Ms. Inge regarding the keys and lock down situation. Ms. Frank shared that the locks have been temporarily rearranged so that the locks with one key are in her office and one other location. The library can now lock down. The locks and keys will be changed out so that all library staff will have the keys.

iv. **Committee Reports:**

1. **Sunshine Fund:** Ms. Holton said there were no changes. Question was asked regarding how the money is spent and how the fund is replenished. Ms. McWilliams said the fund is used for issues like retirement or death in the family. When the fund gets low, it is brought up and those who want to contribute may.

VIII. **Continuing Business**

- i. **Construction** – Ms. Frank said the lights in the parking lot are now working. We had to manually turn them on and off in the electric box, but as of last week they are going on and off via a controller.
 - a. The handicap door opener is still not working
 - b. The paging system does not work in the library

Ms. McWilliams stated that if they are doing construction over winter break it would be a good time to fix the PA system.

Ms. Holton asked how work orders are traditionally placed. Ms. Frank said if the issue is custodial she uses email or a phone call, but email is not as effective. If it is a facilities issue like missing bulbs or a plugged bathroom facility is contacted rather than custodial. Ms. McWilliams asked Mr. Adame if that is how issues are communicated through the rest of the school. Mr. Adame replied that it is; email, text or phone call but no other formal process.

- ii. **Owner Representative update** – Ms. Frank said they have been working on the feasibility study measuring the current facility discussing each section, review which areas are overflowing into other areas like teens into adult. After school teens overflow all sections.

High Plains is reviewing the maintenance costs looking at a 16,000sf facility, it is doubtful that we will be smaller than that. And comparing to other libraries and what size needed based on the size of the collection. Ms. McWilliams asked what size Hudson built, it was 13,000sf.

Regarding the land for purchase, contacted the person who is handling the sale of both pieces of property got some information but not everything they wanted they are contacting them again. Highly recommended we hire a realtor. The cost comes out of the seller's commissions would not be a cost to us. Talked to Claud and Roy best choice was Crystal Acre, were thinking commercial but if there is not a building on it she can handle it as well. Would like to go with her. The realtor is a go between and can help negotiate price and often have information about the land itself and what is under the land. And would be able to get the information, would be working with the consultant. Ms. McWilliams asked for clarification, thought that is why we hired Wember. Wember does some of that but would have to subcontract an engineer to get information that that realtor would already have. Wember was not hired to help negotiate price.

- iii. **Attorney update** – Collection policies we currently have cover both public and school. They did say while we are evaluating some of the questions, that our bylaws do not adhere to state statutes, so they need to be redone in the upcoming year. Some of our policies are not clear and do not specify things that are required and need to be looked at next year. Probably going to start at the next meeting sending a couple of bylaws with what is recommended by the state library and CLIC that adhere to the statutes so maybe we could go through a couple each meeting. Ms. McWilliams said that we have done it in the past, but it was based on what we thought was right, not done based on state statutes, we need to redo them. This time we will compare and make sure they are based on state and are up to date. This time needs to be faster (than 3 years) goal is to get through everything by the end of the year (Ms. Frank – 6 months).

Weapons policy because we are a public library but are on a school. They recommended that we follow Re8 policy. Re8 is reviewing their weapon policy. We should wait for finalized policy

Photographing people in the library at program it is legal we should put up signs but is it is a public place, so we do not have to get signed consent.

Attorney send a letter regarding governance, but the city talked to the state. The state is standing by their "thing" Ms. Frank send to the Attorney the information that the city sent, so we can have it in writing to decide which way to go. Ms. McWilliams said we are in a conundrum because one body said library should be governing, but state is saying library falls under the city because they are taking care of taxes and payroll which

we do not want to do. Until the attorney makes a determination we will hold on the IGA(s).

In the past the school filed everything, but it was not reported to the state as the city reports the library to the state. The school included the library as a line item rather than as a budget center as a separate operation of the city. The last determination was held by both the city and the school. The library board is a board by the agreement of the school and city. The library makes its own decisions.

The city attorney is working with the library attorney for clarification. The final decision needs to be put in writing.

The decisions that the library board makes are the decisions that hold, the decisions are made and presented to the city but the city has never said no. the Library board has to approve anything before it is presented.

As a governing board can buy and sell property and have tax id. Library has always had their own tax id number, just not used. Hopefully will have an answer before the January meeting.

Will result in a three-way IGA between city, school and library. Previously had a two way or a four way (to include High Plains). Need two different IGAs - a three-way between city, school and library as well as a two-way between High Plains and library. Signature power needs to be approved by the attorney. In the past for larger items the city has signed the contracts. Need additional confirmation to who signed contracts, city or library board.

Who or what at the state is making these comments – city is talking to the department of local affairs (Don Sandoval) he is talking to someone else at the state level perhaps the AG.

The library is working to switch to using the library tax id at the bank, not for payroll or at the city. Cannot be two entities. Same as with the school in the past.

Money put into the trust, under city number but identified to the library. Library is one pocket of money like general fund, rec center and utilities. Funds are not co-mingled.

- iv. **Mr. Victor's term** – voted in for another four years.
- v. **IGA** – Not much to report, High Plains has requested that we have one signer. City will work to make it work. No one has seen the IGA yet, it is still being worked on. Need IGA between High Plains and the library. Need a IGA between school and city also. All should be done at the same time. City is waiting to see what High Plains does regarding a template. Some sections are being revamped.
- vi. **Tax ID**

VIII. New Business

- i. Ms. McWilliams needs two volunteers to come up with names for President, Vice President and secretary one-year position. Two people to work together over the next month for 2019. Ms. Kapfman and Ms. Holton will work on this committee. The rest of the committees will be addressed as they come up for review. Bring nominations to the next meeting.

Are the bylaws and policies reviewed on a regular basis? CDs and trust account review as well. Committees and review are outlined in the policy, library does not review the CD because the school does that.

Standing committees are volunteers, rather than being assigned, on an as needed basis. When a committee or policy is to be reviewed the board, members will be given a couple weeks before the discussion. IGA may deserve a committee of its own. High Plains handles the technology, except phones, Re8 handles the phone service. Committees are designed to gather and share information; the board makes all final decisions.

Upcoming meeting agenda:

2019 officer committee

Attorney update

IGA update (probably not)

Owners Rep will be coming to January meeting. (or February)

Construction update

Review first set of bylaws – in order of priorities

X. Adjourn: Ms. McWilliams adjourned the meeting at 7:08 PM.

Next Meeting: January 17th at 6:30

Respectfully Submitted,

Resa Mai