

# FORT LUPTON PUBLIC AND SCHOOL LIBRARY

## Board of Trustees Meeting

Thursday, March 21, 2019

### Minutes

**I. Call to Order**

Ms. McWilliams called the meeting to order at 6:33.

**II. Roll Call**

Trustees present: Beth McWilliams, Teri Kopfman (on phone), Gerri Holton, Lia Inge, and Bill Victor. Sharon Ceretto arrived at 6:46. The March 21, 2019 meeting therefore had a quorum. Also, in attendance were Matt Adame, Re-8 Board of Education liaison; Zo Stieber Mayor, City of Fort Lupton; Sarah Frank, Fort Lupton Public and School Library Director; and Mary Edens, Fort Lupton Public and School Library personnel taking minutes.

**III. Approval of Agenda**

Beth stated that the agenda that Sarah sent out needs to be amended under new business. We need to add under item ii with RFP for engineers for land evaluation only. Also, there were two corrections. Under bylaws second reading Part XI should be sections 34-36. New business should be VIII not VII. Lia moved to approve the amended agenda, Gerri seconded the motion and it was approved unanimously.

**IV. Approval of Minutes**

Beth had a correction on the minutes sent out first, but it was amended and resent. Sarah mentioned that the spelling of Ceretto also needed correction. After no other changes were needed Teri moved to approve the minutes from the February 21, 2019 meeting. Lia seconded the motion and it was approved unanimously.

**V. Public Comments**

There were no public comments

**VI. Reports**

**i. City Report**

Mayor Zo Stieber was welcomed to the meeting and stated that she was not aware that the board was looking at bylaws, so she started her report with a question. She asked if the library board needs to submit their bylaws to city council for their approval. Beth answered that we do not because of the IGA. The bylaws are for the library board and they are written based upon our attorney recommendations. In the IGA everything in the library's budget gets approved by city council because they are our fiscal agent. Anything regarding appointing or removing members of the board gets approved by either the school district and the city council. Anything related to the current building gets approved by the school district according to the IGA.

The drug store move has been delayed because they have not settled on the final foot print.

**ii. Weld Re-8 Report**

Matthew reported that since amendment 73 did not pass last year, what's going to happen is a joint legislation budget committee is thinking of a uniformed mill levy override. What would happen is each school district would have to raise 27 mils which would be dispersed. This is not going to voters due to a loophole in

Tabor and Gallagher. Trouble is some districts can't raise that much. By May he may have more information. Bill asked if this affects just elementary or over all, Matt said over all. Bill continued to ask about the school in Firestone, but he was told that Homyak is in Dacono. Bill inquired about school boundaries. Matt told him the difference between boundaries and districts. Schools have a radius that determine what school you go to. Weld Re-8 district is a big district and covers Aristocrat Acres, Wattenberg, some of Dacono and north of Fort Lupton. It may be hard for some districts to raise funds because population wise, some are dwindling. It is very hard to raise taxes so going forward, to fund the schools would be very difficult. Some school districts like Boulder or Pueblo could reach that 27 mil more easily than others. There are some districts may have to be consolidated. Gerri asked if overall this is happening because of budget cuts. Matthew said the school districts cannot get more public funding without raising taxes, so this is another way to fund public education. They are also doing negotiations and calendaring for the next couple of years.

iii. **Director's Report** (written)

Other than written report, Sarah said that Mary Flos, a previous board member, has applied for the board city appointee. She was unable to fulfill her appointment, resigned during her term, and now has the time to serve on the board.

On the 22<sup>nd</sup> of April, from 5:30 pm to 8:00 pm there will be a special HPLD board meeting. All member boards and directors are invited to attend. The plan is that all attendees can attend a dinner and then discuss the strategic plan. Beth strongly recommend that as many board members as possible of the Fort Lupton board attend. Please let Sarah know if you will attend. Sarah will not be able to attend.

iv. **Committee Reports**

1. **Sunshine Fund** (Ms. Holton)

The amount is unchanged at \$21.60.

VII. **Continuing Business**

- i. **Realtor Update** City council approved Kristel Acre and Abigail Renner from ReMax Nexus to be hired as our realtor. They have started doing things such as meeting with the planning department at the city and looking at engineers to help with evaluating land.
- ii. **Summer 2018 Construction update** No news on the paging system being fixed and the handicapped door is not repaired. Sarah talked to Alan Kaylor and Andrew Moore about the issues, but they are waiting to hear from Haselden, the school contractor. Matt said Alan met with the owner of Haselden and let him know that he is not happy with services. Depending on the outcome from that meeting, the district may look at outsourcing. Lia had a concern about legal problems and what could happen if someone who is handicapped and cannot access the library. The IGA states that the school district is responsible to maintain the building so the library shouldn't be liable. Gerri asked if the complaints about the door were forwarded to the appropriate places and Sarah said they were not written but that she would follow through with any more complaints. Lia asked about the doors that were previously propped open to the high school and Sarah told the group that she had emailed the principal and Jim Roedel about this concern. Gerri asked about a deadline for the repairs and if we could

check into outsourcing. Beth asked Matt to find out more about Mr. Kaylor's plans by next meeting.

- iii. **IGAs 3-way update** – Sarah spoke to Alan Kaylor and Claud Hanes and they don't want to meet about it until the attorneys have done their part. Our attorney said he has contacted the city attorney and has not gotten a response back. Claud said the city attorney had contacted the Re-8 attorney and they are waiting for a reply from the Re-8 attorney. Mr. Kaylor said the Re-8 attorney has been in contact with the city attorney. Beth asked if concerned parties could meet with their attorneys and ask if they could meet with the other attorneys, so we can get something going on this 3-way IGA by the next meeting. Zo Stieber said that the city and school are trying to figure out where they are before they work on a 3-way.

Gerri asked if the group was going to talk about the HPLD IGA and that HPLD submitted a draft to the HPLD board with a suggestion to include Colorado law language as far as looking at all IGAs. The HPLD IGA does not include the agreements between the city and school because the information not necessary to all member libraries so we may need an addendum. Beth asked why we would need an addendum. Our IGA is different because we have a separate IGA about how we operate with other entities than HPLD. FLPSL has two separate IGAs, one between the city and the school district and the other is between us and HPLD. Gerri said they are working on it right now. Zo questioned about who would be signing the HPLD IGA. Beth stated that the library board is a governing board with library law, and an advisory board to city and school district. Beth said HPLD wants one signature and that's why we need the attorneys to get together.

- iv. **Bylaws 2<sup>nd</sup> Reading** Part III Sections 10-18 & Part XI Sections 34-36

These were discussed last month but not everyone was here, so we can approve this tonight. Lia moved to approve this section, Gerri seconded, and the section was approved unanimously.

- v. **Bylaws 1<sup>st</sup> Reading-** Part IV Sections 19-27, VI section 28, VIII section 32, IX section 33  
Beth said that Section 23 under Part IV about a vacancy goes against IGA. After discussion it was found that it pertained to board officers not board members. This was about officers, so it is fine. Section 25 states that the fiscal agent is the city and Beth asked Zo and Sarah about signing the checks. Zo said that Leann Perino and she sign the checks just as the school district did when they were are fiscal agent. Sarah asked if we should modify this to refer to the IGA or should we take section out. Beth said we should take the section out. FLPSL board officers are signers on the CDs and the city, being the fiscal agent, signs APs and payroll. This should be stated, and Gerri said the clearer we make it the better. It needs to be stated that the city is our fiscal agent and signs on APs and payroll, the Trust funds are signed by board members. Two authorized people must sign on the CDs as this is the FLPSL board preferred.  
Section 27-Talking about the secretary. Duties for taking minutes and keeping them on file can be delegated to a library staff person. The board secretary is the officer charged with insuring that the minutes are accurate and maintained. Lia emailed Sarah and Sarah told her that she could go to the office and audit the paper files. Gerri asked if she then takes care of legal notices and execute the legal documents. Lia stated we cannot because legal documents are part of the IGA with the city. The city would oversee the legal documents, public notices, and publishing notices. The director will delegate who will take notes. They discussed omitting or spelling out how legal documents are executed by the city. All the board secretary must verify is that there are available records. Zo asked about possible RFP publications and who posts them

now. Roy has previously posted notices with Sarah's input. This bylaw will be voted on next month.

### **VIII. New Business**

- i. **Minutes** Sarah said the board needs to vote to designate who will take minutes. Every year the board votes for the secretary and should also vote on who will take minutes. This has been a designee of director. Beth moved that the minutes will be taken by the director's designee, Lia seconded, and the motion passed.  
Beth talked about workshops that are done before meetings and asked if we want to do the same thing? The board will discuss issues prior to the meeting in the workshop and the minutes will reflect the meeting decisions. Workshops can be done on the same night. So, starting next month we will start with a workshop at 6:30 and the meeting will start at 7:00. It was decided to have a motion for this change. Bill moved to start with a workshop, Lia seconded the motion and it passed unanimously.
- ii. **RFP for land evaluation only**  
Sarah said we just posted the RFP yesterday. It must be posted 2 weeks which means it will be finished on the 4<sup>th</sup> of April. On the 5<sup>th</sup> of April, Roy and Sarah will go over the RFPs that are only going to three city approved companies. They will interview on the 8<sup>th</sup> and go to town hall on the 10<sup>th</sup> with the company they choose. They would go to city council the next Monday before the next FLPSL board meeting. Sarah asked if she could have the authority to go to the city council prior to the next board meeting.  
Lia moved to give Sarah authority to go the city council with the chosen company, Teri seconded, and the motion carried.

### **IX. Development of next meeting agenda**

1. Beth will not be here, so Gerri will be in charge
2. Engineer update Sarah will send information before she meets at town hall
3. Realtor update
4. Changes to bylaws and next set of bylaws
5. IGAs
6. Summer 2018 construction
7. Update library upcoming events-SRP&TEA
8. Possible new member
9. Zo mentioned Peg Carlson's Birthday March 12
10. Sharon added that the adult programs are going well and outreach programs at the rec center is going well. She suggested that the staff take the opportunity take classes. Instructors are really fun.
11. Gerri told about the staff day at HPLD two weeks ago. The HPLD director has taken in all libraries in the HPLD not just the branches for the strategic plan. It's a great opportunity with someone new, open and welcoming. The meeting will be on April 22<sup>nd</sup> at 5:30.

### **X. Adjourn**

- a. Ms. McWilliams adjourned the meeting at 7:21 pm.

**Next Meeting: April 18, 2019 at 6:30 pm in the library conference room.**