

FORT LUPTON PUBLIC & SCHOOL LIBRARY BOARD

Minutes

Thursday, November 19, 2020

- I. **Call to Order** Ms. Holton called the meeting to order at 6:30 pm.
- II. **Roll Call** Ms. Kopfman called roll. Members in attendance virtually were Gerri Holton, Lia Inge, Teri Kopfman, Sharon Powell-Ceretto, Sharon Day, and Chantel Hayes. Mary Uhl was absent. Also, virtually present were Dan Spykstra from Wember, Matt Adame of the Weld Re-8 school board, FLP&S library director Sarah Frank, Assistant director Thomas Samblanet, and Administration Assistant Mary Hoffman Edens taking notes.
- III. **Approval of Agenda** Sarah Frank requested to amend the agenda and remove the Audit Committee because no answers had been received about the audit. Sarah also asked to add “land” after the executive session in place of audit. **Teri Kopfman moved to approve the amended agenda. Sharon Ceretto seconded the motion and the motion passed unanimously.**
- IV. **Approval of Minutes** Lia Inge moved to approve the October 15, 2020 minutes. Chantel Hayes seconded the motion and it passed unanimously.
- V. **Public Comments** No public comments.
- VI. **Reports**
 - i. **City Report** No one from the city was in attendance hence there was no city report.
 - ii. **Weld Re-8 Report** Matt Adame reported that at the last meeting the school board ratified Teresa Curtis Mary Heberlee to serve on the HPLD board of trustees for a four-year term. Matt continued to say that he believes that the board will reappoint Sharon Ceretto for library board Weld Re-8 representative at the school board meeting on December 10th.
 - iii. **Director’s Report** Sarah Frank introduced Thomas Samblanet, FLP&S Library Assistant Director. Thomas said hello to everyone and stated that he looks forward to working at Fort Lupton and helping to make it a better place.

Sarah Frank said that the art show is ending tomorrow and had 9 participants with up to two pieces of art. Sarah continued to say that there were 37 unique IDs that looked at the show.

There has been no applicant for board opening but it will be posted in the paper next week.

Sarah continued to say that with COVID numbers going up we will be closing for browsing and seating starting Monday. We will be providing curb side pick-ups, WIFI in our parking lot, use of computers for prints, making copies, and faxing. If we go to red at the state level, we will be doing curb side pick-ups only which could happen at any time. She notified the city of these plans and all of this has been approved. Sarah said that the most recent public health order has categorize libraries as essential services.

Sarah added that the Angel Tree is up for the Optimist Club’s project.
 - iv. **Committee Reports**
 1. Sunshine Fund (Ms. Holton) Gerri Holton said that the sunshine fund has a \$0 balance after purchasing items for the staff breakfast. Gerri said that the board will wait until in person meetings resume to ask for donations to replenish the funds.
- VII. **New Business**
 - i. **High Plains Library District Representative Report**

Gerri Holton said they had a meeting Monday with news that High Plains has developed a COVID service dial dashboard. This will be a tool that they are using to

utilizing information from the health department to try and coordinate services. Staff can access concrete information pertaining to COVID-19.

Kersey has awarded the design contract to refurbish the old city hall.

The IGA for Fort Lupton was approved on Monday.

High Plains is involved with a process to build a better organization. It's a plan they have to try to achieve the Baldrige excellence award. This encompasses all kinds of factors about being more responsive to the community.

The downtown Greeley library, Lincoln Park, has been operating in a much smaller space so the Greeley Tribune building has purchased to remedy the situation. The district is going to build a flagship library and innovation center. The name will be LINC which stands for Library Innovation Center. The goal for the High Plains organization is to make it a district library so there will be exhibits and programs for all of the district.

VIII. Continuing Business 6:45 Teri Kopfman made a motion to go into executive session. Lia Inge seconded that motion. The motion passed unanimously.

- i. **Executive Session** - Section 24-6-402(4)(a), C.R.S., for the purpose of discussion the possible acquisition of real estate for a new public library site and pursuant to Section 24-6-402(4)(e)(I), C.R.S., to determine negotiations strategy and instruct negotiators on the possible acquisition of real estate for a new public library site.

The regular meeting resumed at 7.23 pm.

- ii. **Land** Gerri Holton asked for a motion to approve site number three discussed in the executive session. **Teri Kopfman made a motion to move forward to investigate the Vincent Village location as our option. Lia Inge seconded the motion.** Gerri Holton asked if there was any other further discussion. Chantel Hayes requested to be recused from this vote. **The vote was taken, and Teri Kopfman, Gerri Holton, Sharon Ceretto, Sharon Day, and Lia Inge voted in favor of the motion. There were no nay votes by board members to deny the motion. The motion passed unanimously.** Sarah Frank said that we will move forward with getting this land choice approved by Re-8 and the city so we can move forward with this project.
- iii. **Strategic Planning Committee** Sarah Frank said that she sent out a list of questions that the committee created for a survey. Sarah said that the committee thought that it is too risky right now to do an in-person event such as Bingo, the food bank or other spots because they don't want to encourage close contact. But the committee wants to be ready when things open up again. Sarah Frank suggested to partner with entities such as the church in Wattenberg or the water department at Aristocrat Acres to conduct the survey. A discussion followed about who would be conducting the survey and needing someone to assist with Spanish speaking people. Teri Kopfman suggested to provide a small list of programs to remind people of what library does such as Kate's programs and the adult book club. Gerri Holton said that she would like to see the survey completed by January, but the board could revisit a date in January or before spring. Sharon Ceretto suggested to consider the senior luncheon when starts again and perhaps partnering with the distribution of lunches. Gerri Holton asked Sarah and Teri if they thought the committee could present a draft of what have for the strategic plan to the board, and they agreed. The committee wants more discussion and feed back with the whole board.

IX. Development of next meeting agenda

- Land update
- Strategic plan
- Audit
- Policy will be discussed in December

➤ Nomination committee

Sharon Ceretto asked about virtual Cookies & Hot Chocolate with Santa and how it's going to work. Sarah said that there will be a take and make kits, and Santa will be at home or in the library virtually.

Gerri Holton asked about the parking spots for the WIFI and Sarah told her that the signage has been up for over a month.

Sharon Ceretto said that the staff is amazing! She especially liked the take and makes and has heard that everyone is thrilled with what the library is doing.

- X. **Adjourn Sharon Ceretto made a motion to adjourn the meeting. Lia Inge seconded that motion. The motion passed unanimously, and the meeting was adjourned at 7:39.**

Next Meeting: December 17, 2020, 2020 at 6:30 PM in the library conference room.

Respectfully submitted by Mary Hoffman Edens.