

FORT LUPTON PUBLIC & SCHOOL LIBRARY BOARD

Minutes

Thursday, January 21, 2021

I. Call to Order Ms. Holton called the meeting to order at 6:31 pm.

II. Roll Call Ms. Kopfman called roll. Members in attendance virtually were Gerri Holton, Lia Inge, Teri Kopfman, and Chantel Hayes. Sharon Ceretto was excused but joined later in the meeting. Sharon Day was absent.

Also, virtually present was the FLP&S Library Director Sarah Frank, Ryann Money the Library Marketing & Social Media Specialist, and Administrative Assistant Mary Hoffman Edens taking notes.

III. Approval of Agenda

Teri Kopfman made a motion to approve the January 21, 2021 agenda. Lia Inge seconded the motion. The motion passed unanimously.

IV. Approval of Minutes

Lia Inge made a motion to approve the December 17, 2020 minutes. Teri Kopfman seconded the motion. The motion 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 Matthew Adame had a meeting conflict and was unable to attend the meeting.

iii. Director's Report (written) Sarah Frank verbally added to her written report.

Sarah said that there have been no applicants for the board opening.

Sarah continued to say that the audit questions the board had about the \$18,000 was answered by Leann Perino, Fort Lupton's Financial Officer, but Sarah has asked for additional clarification. However, Leann will be at the February Library Board meeting and will go over the December financial statement and answer questions. Sarah asked the board members to send her an email with questions for Leann and she will forward them to Leann so she can prepare her responses.

Sarah said that the funds the board approved to be moved into COLOTRUST accounts have been completed but she hasn't gotten a statement to know exactly which account. Sarah said that we'll be looking at this next month.

Sarah Frank shared that there will be an additional board training opportunity available from HPLD. This will be 2-hour sessions thru State Library on Tuesday evenings. Sarah is waiting to receive training information and specific times and she will forward the information when she gets it. Discussion about training and who signed up for the pilot training followed.

iv. Committee Reports

1. Sunshine Fund-(Ms. Holton) The current balance is \$0.

2. HPLD report-Gerri Holton gave the HPLD report.

Gerri reported that the HPLD board has updated their policy and will allow member libraries to access additional funding.

Gerri said that Keenesburg had applied for funding assistance for owner's rep. for the facility in the city council building. Wember is currently doing a study of the space. Discussion followed about the situation and noting that Keenesburg is part of the Hudson Library.

Sharon Ceretto joined the meeting virtually and was brought up to date with meeting information.

VII. New Business

- i. **Officers election** Teri Kopfman said that she and Sharon Ceretto would like to nominate Lia Inge for President and Gerri Holton for Vice-President. They asked for a volunteer for the office of secretary and Chantel Hayes agreed to fill that position. **Sharon Ceretto made a motion that Lia Inge serve as the President, Gerri Holton the Vice-President, and Chantel Hayes as secretary for the 2021 Library Board. Teri Kopfman seconded the motion. The motion passed unanimously.**
- ii. **Art Policy** Sarah Frank had sent out the art policy with the board packet. She had checked with the attorney who said it looks fine. A discussion followed about what to do with the art pieces that are no longer desired in the library. The current policy needs clarification on this point.

Teri Kopfman said that Forlurado has offered to donate \$4,500 for pieces for the new building. Purchases would revert to Forlurado if they are no longer used at the library.

A discussion followed and it was suggested to have an inventory for the artwork. Teri Kopfman asked Sarah Frank about sending pictures of the artwork in the library for identification. Teri said that she will hopefully be able to work with Orlando Mestas to identify the creators the artwork.

Sarah Frank said she will revise this policy and send it with next month's board packet.

iii. **Gift Policy**

Sarah Frank shared the changes in the gift policy due to her conversations with the board's attorney.

Lia Inge asked about the gift giver can specify how it is allocated or place restrictions on their donation and that this should be noted in the policy. Gerri Holton suggested a process to recognize donors and document the stewardship of funds.

Sarah Frank said that with the additional information to #5 regarding the gift giver, she felt that this policy can be approved. **Lia Inge made a motion to approve the Gift Policy with added wording to #5 about the gift giver's designation preference. Sharon Ceretto seconded the motion to approve the Gift Policy with addition to #5. The motion was approved unanimously.**

VIII. Continuing Business

- ii. **Strategic Planning Committee** Sarah Frank shared information about the current survey. She said that next month she will have more details and the complete data. Sarah said she had not been able to find a place in Wattenberg for the survey and

Sharon Ceretto responded that she gave some surveys to families in Wattenberg. Lia Inge shared that she had given surveys to different people in town.

Gerri Holton read the following: Open Meetings; Executive Sessions. Notice of all meetings of three (3) or more Trustees shall be given in the manner prescribed in C.R.S. §24-6-402(c). At a minimum, the Board shall cause notice of meetings to be posted in designated public places no less than twenty-four hours prior to the meeting. All meetings shall be open to the public, except that at any regular or special meeting, the Board may proceed into executive session upon a majority vote of two-thirds (2/3) of members present for the purpose of considering any matters permitted under C.R.S. § 24-6-402(4). The Board shall retain executive session records for ninety (90) days after the date of the executive session in compliance with C.R.S. §24-6-402(2)(d.5)(II)(E).

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

Sharon Ceretto made a motion to close the regular meeting to go into executive session. Chantel Hayes seconded the motion. The motion passed unanimously and at 7:04 pm the board began the executive session.

At 7:20 Sharon Ceretto made a motion to end the executive session and restart the regular meeting. Lia Inge seconded the motion. The motion passed unanimously.

Lia Inge made a motion authorize Sarah Frank to go to the city council and request to increase the land budget \$323,000 for the addition of .2 acres. Chantel Hayes seconded the motion. The motion passed unanimously.

Sarah Frank will present this information next Tuesday to the city council. The city uses GoToMeeting and board members were encouraged to register on the city's website to be invited to the meeting. After registering a link will be sent to their emails to virtually attend the meeting. This is a Town Hall meeting so the City Council will not be voting.

IX. Development of next meeting agenda

- Trustee calendar
- Complaint policy
- Financial statement discussion with Leann Perino
- Art policy
- Land update
- New board member

X. Adjourn

Teri Kopfman made a motion to adjourn the meeting and Sharon Ceretto seconded that motion. The motion carried unanimously. The meeting ended at 7:36 pm.

Next Meeting: February 18, 2021 at 6:30 PM.

Respectfully submitted by Mary Hoffman Edens.