

Library Board Meeting Minutes

December 17, 2015

Present: Amy Cohen, Sandy Darby, Eric Harting, Treva Heiser, Liz Lucke, ShawnaLee Washam, Marcia Lewis, Library Director; Therese Torpy, Recording Secretary.

1.0 Roll Call / Minutes - The meeting was called to order at 5:01 pm by Sandy Darby. Treva motioned to approve the minutes, as written, from the November 19, 2015 meeting. Liz seconded the motion. All voted in favor.

2.0 Visitors - No visitors.

3.0 Correspondence / Library Director's Report:

- We received notice from Patricia Schmid that she is sending us a donation of \$5000.00 to be used for programs and services for senior citizens. We have been investigating Play-aways which are easy on/off audio recording players that will work well for seniors.
- Shane Adamson is now a supervisor in the city IT department. His last day at the library was Dec. 4th. We are in the process of updating his job description and will post the opening after the holidays. The other open positions at the library right now include Teen Librarian III and Library Aide in LTI.
- The interdepartmental meeting scheduled for Dec. 15th to address security issues outside the library will be rescheduled due to snow storm resources needed elsewhere on that date.
- The Public Library Association under the ALA holds a conference every few years and the next one will be in Denver April 5-9, 2016. Affordable day passes are available for the exhibits. CAL members may get a discounted rate for day passes. All library board members are CAL members.

4.0 Old Business:

4.1 Parks & Recreation Facilities Feasibility Study City Council Study Session - At the recent city council study session, Keven Aggers and Elizabeth Anderson from Parks and Rec. discussed how the community came together back in 1984 to fund the building of the Chilson Rec. Center, the library and civic center area. They discussed the need to look at comprehensive funding package as \$32 million dollars is needed for the recreation center. The library is interested in co-locating a branch library with the new recreation center if indeed the center is built. We plan to keep the conversation open regarding the long term planning of this facility.

4.2 Orientation for City Councilors - It has been difficult to schedule the planned group session for city council where every city department does a brief overview of their services but we are planning to participate in a tour with the library, museum and Rialto scheduled on January 13th. An agenda for the Jan. 23rd (tentative date) city council workshop is being prepared. Richard Ball was appointed the new city council liaison to the library board at the December 15th council session. He was unable to attend today's meeting on such short notice.

4.3 Rebranding - We are starting to use our new logo which is giving our published documents a great new look. Development of our new website is progressing. We have a new brand launch event planned for 4-6pm on Monday, January 4, 2016. The theme is "new year, new library, new you" and will include a few local vendors and service providers focused on improving life, health, education and the items that most frequently show up on New Year's resolution lists. We hope the Friends of the Library Foundation will have a table set up at the event to recruit new members. This event does not require reservations as it is open to the public.

5.0 New Business:

5.1 Council Liaison and Board Interviews – Our new council liaison needs to participate in the interviews for open library board positions along with Marcia and our board Vice Chairperson, Liz Lucke. Following interviews, recommended appointments go to the city council for vote. We will have to find a common free time to conduct interviews in the near future. Sandy will be out of town Dec. 22nd through December 29th.

6.0 Reports:

6.1 Staff Report – A comment was made that the staff is doing an incredible job. Treva, who volunteer coordinated the recent WWI program series reported there were 75 to 80 participants attending each session. This was a very successful collaboration with the Loveland Historical Society. She is planning to coordinate another series that should start in February on classic films of the WWI era. These sessions will be held in the afternoons. The film series will also be a collaboration with the Historical Society.

6.2 Statistical Report – Hardcopies of the report were distributed. A comment was made that the stats are up this month. We believe that may be due to the large special events we had in November. The stats report has been prepared by Shane for the last several years. Now that he has left the library, Amanda Armstrong, Business Librarian, who is very experienced in using Excel and managing large amounts of data, is taking a look at the way we are currently capturing the data and looking for ways to simplify our reporting methods while ensuring we are gathering all the numbers. An average of 40 teens are visiting the library every afternoon. The Friends of the Library have agreed to purchase snacks from Larimer County Food Bank for a reduced price (approximately 3 cents per snack item). This was made possible by the teens becoming part of the *Kids Café* program which required the teens staff to attend training at the Larimer County Food Bank.

6.3 Friends of the Library – As a follow-up to last month's discussion about using kids' books donated to FOL for resale, the sorting committee will discuss the logistics required to determine if this is feasible. Loveland Lights was successful except for an incident where a small child choked on a piece of candy that was for use in decorating gingerbread houses. A patron was able to assist the choking child and save him by using the Heimlich maneuver. The child's mother has contacted the library requesting we recognize this patron for performing this lifesaving act on her child. We are looking at options on how to best accomplish this. We are also determining how to prevent anything like this from happening again in the future. FOL is working on budget approvals for 2016 regarding contributions to the library. The board has tentatively approved \$59k for projects and programs. There is a committee planning a murder mystery fundraising event to be held March 5th in the library. A volunteer director has been named for this program. There was a short discussion about the FOL board having a member attend the library board meetings and report back to the FOL board. It was determined that Marcia can perform this duty.

6.4 Art Selection Committee – The first quarter show for 2016 will be hung on Saturday, Jan. 2nd by ShawnaLee Washam and Susan Linden. We are sorting out the funds that were captured through the \$10.00 application fee for artists applying for consideration through the Café website as they mistakenly sent the check to the museum instead of the library. We may need the FOL to join as Café members to keep city funds separate. The TAPP2D show is now open for artist submissions. We will likely do a combined art reception again in the spring of 2016.

6.5 Loveland Loves to Read – A very long list of authors are being considered for the 2016 author visit program. A selection for 2016 and probably 2017 will be made soon.

7.0 Adjournment: Meeting adjourned at 5:58pm. The next meeting will be held at 5:00pm on **Thursday, Jan. 21st, 2016.**

Respectfully submitted, Therese Torpy