

## Library Board Meeting Minutes

May 16, 2019

**Present:** Richard Ball, City Council Liaison; Sandy Darby; Amber Greene, Teen Services Manager; Cyndi Gueswel; Treva Heiser; Susan Kadlec; Diane Lapierre, Library Director; Dennis McClatchey; Kandi Smith; Haley Squires, Lib II Children's Services Division; Therese Torpy, Recording Secretary; M.J. Willard; Sarah Wolfe.

**1.0 Call to Order** – Called to order at 5:00 p.m. by Sandy Darby.

### 2.0 Introduction of Visitors / Monthly Program

#### 2.1 Haley Squires and Amber Greene, Summer Reading Program Preview:

- Amber Greene, Teen Services Manager, distributed copies of the promotional materials for the Teen Hangout's programs. All programs are free and will provide engagement all summer long. There is a mix of internal and external programs, drop-in and registration required offerings. The season ends with a pool party at Winona Pool for teens that earned 1800 or more points. Additional prizes will be awarded at the pool party.
- Amber also filled us in on the Adult program which patrons can enter a drawing after every five hours of reading. Two Kindle Fires will be awarded to drawing winners.
- Haley Squires, Librarian II, Children's Services, distributed copies of the promotional materials highlighting programs for children. She shared information on the point system, personal goals and prizes for those registered participants of the Children's program.

**3.0 Approval of April 2019 Minutes** – MJ Willard motioned to approve the minutes as written. Susan Kadlec seconded the motion. All voted in favor of approval as written.

### 4.0 Library Director's Report

#### 4.1 April Monthly Report:

- Veronica Patterson will be inducted as Poet Laureate at a 4:00 p.m. program at the Rialto on May 19<sup>th</sup>. You are all welcome to attend and support the start of her two-year term in this role. Veronica and Diane will meet soon to discuss collaborating to bring poetry to Library patrons and how the Library can support exposing more community members to the art of poetry.
- The Library's new website is now available.
- All City departments are starting work on the 2020 budget. Budget details are due June 4. We can review the budget at our next Library Board meeting.

#### 4.2 Community Improvement Program Update:

- The Citizen Task Force met May 13<sup>th</sup> to review the Community Improvement Plan polling data and survey results. CTF will recommend that City Council move forward with placing a half-cent sales tax increase measure on the November 2019 ballot to fund all eight capital projects as proposed. The last CIP information sharing meeting was at Ponderosa Elementary School with about 20 people present. The next session will be Mark Jackson, Water & Power Director, presenting to Thompson School Board tonight.
- Diane requested a letter from the Board showing support of the CIP. Caitlin Wyrick could review the letter. It would also show support if Board members would write letters to the editor of the local newspaper.
- Kandi Smith motioned to endorse the Citizen Task Force's recommendation to City Council in support of a November 2019 ballot measure to add a half cent sales tax increase to fund the complete package of eight capital projects. Cyndi Gueswel seconded the motion. All voted in favor.

- Detailed information on the capital projects included in the CIP can be found on the City's website under the heading "Your City, Your Future".
- Library Board members are encouraged to attend the May 28<sup>th</sup> City Council Study Session when CTF will make their recommendation. No presentations from Board members are allowed at this session.

## 5.0 Old Business

**5.1 CALCON Attendance:** Please notify Therese Torpy by May 16 if you would like to attend any of the Trustee programs at the September conference. We are planning an after-hours event for conference attendees at Loveland Public Library. Overdrive is sponsoring the event.

## 6.0 New Business

**6.1 Summer Meeting Schedule, Director Attending Conference 3<sup>rd</sup> Week of June:** We discussed skipping the June meeting but due to some planned absences in July, we decided to find an alternate date to meet in June and take a brief summer break and not meet in July. Therese Torpy will coordinate communicating available dates in June via email.

**6.2 2018 Annual Report:** Diane Lapierre distributed copies of our 2018 Annual Report. We plan to do a report every year moving forward.

**6.3 Youth Board Member:** Amber Greene, Sandy Darby, Richard Ball and Diane Lapierre interviewed two candidates for the opening for a new youth member for the Library Board. The next step is to check references, contact the successful candidate and work with the City Clerk's Office to schedule time on the agenda at a future City Council meeting for approval of our selected candidate.

**6.4 Furniture Purchase for Adult Services Division:** We have been working with Facilities to replace the worn out furniture in the Adult Services Division. Due to cost, we will replace items in phases. We would like to process a mid-year budget appropriation of \$20,600 from our Library donations account into this year's budget to make the purchase as quoted by the vendor.

- Treva Heiser motioned to move \$20,600 from the Library donations fund to purchase furniture for Adult Services Division. Cyndi Gueswel seconded the motion. All voted in favor. Diane Lapierre will move forward with the required documents to get this item before City Council for approval.

## 7.0 Reports

**7.1 Loveland Loves to Read** – Treva Heiser reports contracts are complete with the selected authors. The Roberta Price Auditorium at Thompson Valley High School is the confirmed venue for the Tuesday, September 24<sup>th</sup> event. Ticket sales will begin soon with a three tiered pricing structure through Colorado Box Office. Loveland Loves to Read volunteers will also sell tickets from the Friends of the Library office. Brian Werner of Northern Colorado Water Conservancy District will moderate. Diane Lapierre will introduce the moderator and speakers. The publicity rack cards will be available soon.

**7.2 Friends of the Library** – There is a meeting scheduled next week regarding the conversion of the café area to a used bookstore.

**7.3 Statistical Report** – Technology Manager Jesse Lopez just completed a complete rebuild of our website. We will use this until the City launches a new website next year.

**7.4 Advocacy Committee** – Dennis McClatchey and Diane Lapierre recently spent a few hours in the Library lobby sharing information and gathering opinions on the Community Improvement Program. Most comments were positive. Committee members will do this again following the conclusion of the Library Customer Satisfaction Survey activities.

**7.5 Art Selection Committee** –Current exhibit looks very nice. No news.

**8.0 Adjournment** – Cyndi Gueswel motioned to adjourn at 6:20 p.m. Sarah Wolfe seconded the motion. All voted in favor of adjournment.

Respectfully submitted,  
Therese Torpy

/s/ Sandy Darby, Chair