

## Library Board Meeting Minutes

August 16, 2018

**Present:** Sandy Darby; Treva Heiser; Susan Kadlec; Diane Lapierre, Library Director; Liz Lucke; Amy Phillips, Adult Services Manager; Therese Torpy, Recording Secretary; Sarah Wheeler; M.J. Willard; Sarah Wolfe.

**Absent:** Kandi Smith, Rich Ball, Cyndi Gueswel

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

**2.0 Introduction of New Member** - We welcome Sarah Wolfe as she joins the Library Board for a one year term which will follow the school year calendar. Sarah is a senior at Mountain View High School.

**3.0 Minutes of June 28, 2018 Minutes** – Sarah Wheeler motioned to approve the June meeting minutes as written.

Treva Heiser seconded the motion. All voted in favor of approval. There are no July minutes as that meeting was cancelled.

### 4.0 Library Director's Report

**4.1 Monthly Reports, June and July** - A suggestion was made that these reports be added to the Library's website. August and September program guides are available online and in print now.

**4.2 Performance Measures** – Library Managers have been working with Leah Browder of the City Manager's Office to determine performance measures. All City Departments are reporting performance to City Council. A draft copy was distributed and discussed. These measures align with our strategic plan.

**4.3 1<sup>st</sup> and 2<sup>nd</sup> Quarter Reports By Month, Amy Phillips** - Amy distributed a report comparing each month YTD with the same months in 2017 showing our door count has remained steady, cards issued has increased, total print circulating increasing, downloadables trending down, Teen circulation increasing, program offerings increasing with program attendance going up and down.

### 5.0 New Business

**5.1 Board Vacancies** – Sarah Wheeler is resigning due to moving out of state. This is her last meeting. If the Board Chairperson, City Council Liaison and Library Director agree to recommend Alternate MJ Willard to assume the remaining time of Sarah's term, MJ is willing to move from alternate status to full Board member and serve the remaining time of Sarah's term which runs until the end of 2022. Diane Lapierre and Therese Torpy will coordinate with the City Clerk's Office to get this on the agenda and make it official with City Council's approval.

**5.2 Advocacy Plan** – City Council would like more information on why we need a branch library along with information on what the operating costs would be. Diane Lapierre is working on the justification for a second location along with raising awareness of what we do at our current facility. Library Board Members are advocates for the Library and will be asked to assist in building relationships with City Councilors and to help in a series of community conversations with Loveland citizens about the future of Loveland, current issues in their neighborhoods, local services, etc.

**5.3 Request for Reconsideration** – We have received a request of reconsideration for a DVD in our adult collection. Diane has responded to the request and briefed the Board on all the steps of this formal process. In a semi-related matter, The Policy Review Committee is currently considering adding a Freedom of Speech Commitment to our policies and provided a draft copy for the Board to review. After discussion, the Board advised that the word "exhibitions" be removed from the last sentence of the statement and approved use of the statement thereafter.

## **6.0 Old Business**

**6.1 Term Lengths for Library Board** – We reviewed a list showing the term lengths of other City Boards and Commissions and discussed the learning curve for Library Board Members. The Library Board currently has the longest term of all City Boards at five years. After a lengthy discussion about the learning curve, experience needed, lack of term limits and the thorough selection process, Liz Lucke motioned to change our current 5 year term to a 3 year term for Library Board Members and continue the practice of not limiting the number of terms a Board Member can serve. Cyndi Gueswel seconded the motion. All members voted yes. Motion carried. Therese Torpy will work with the City Clerk's Office to coordinate any updates needed to the Boards and Commissions Handbook and City website.

## **7.0 Reports**

**7.1 Statistical Report** – Reviewed with Amy Phillips' presentation in agenda item 4.3

**7.2 Friends of the Library** – Treva Heiser reports 48% of the available tickets to the September 24<sup>th</sup> author event have been sold already. Donor sponsorships are available at the \$5,000 level.

**7.3 Art Selection Committee** – The call for 2019 art submissions is open now through November 9. ShawnaLee Washam is recruiting for new committee members from the Friends of the Library. Sarah Wheeler distributed the business cards she redesigned for promotional use and to aid interested artists in their application for consideration by jury selection. Sarah's departure from the Library Board creates an open position on this committee. We will add this item to the agenda for the September meeting.

**7.4 Loveland Loves to Read** – See 7.2 above

**7.5 Policy Review Committee** – The committee has made good progress with great work by Library Staff. The timeline for projected completion has been extended by one month.

**7.6 Investment Committee** – No activity.

Note: Sandy Darby is unable to attend our September meeting. Liz Lucke will chair in Sandy's absence.

**Adjournment:** Adjourned at 6:55 p.m.

Respectfully submitted,  
Therese Torpy

/S/ Sandy Darby, Chair