

## **Library Board Meeting Minutes**

**May 17, 2018**

**Present:** Jack Dorr, Business Librarian; Diane Lapierre, Library Director; Beth Gudmestad, Children's Services Manager; Cyndi Gueswel; Treva Heiser; Susan Kadlec; Kathy Keeler, FOL Board Member; Liz Lucke; Kandi Smith; Therese Torpy, Recording Secretary; Sarah Wheeler, M.J. Willard. **Absent:** Sandy Darby.

**1.0 Call to Order** - Called to order at 4:30 p.m. by Liz Lucke.

**2.0 Visitors** - Beth Gudmestad, Children's Services Manager. Jack Dorr, Business Librarian.

- Beth Gudmestad presented an overview of the upcoming Summer Reading Program including a brochure titled "Summer Activities" that include programs and events coordinated by the library, the museum, and the parks and recreation departments. The SRP theme this year is "Libraries Rock". Pre-registration has already begun on the ReadSquared on-line platform which you can link to from our website. We have programs for pre-readers, children, teens and adults. Everyone who registers will receive a yard sign. There are various prizes for all the programs. We are also partnering with the school district to hold "Camp Read" events which are two hour technology programs near the end of June. The kick-off party is scheduled for June 1<sup>st</sup> and will be held outdoors on the Library grounds. The party includes live music, dancers, food, games, a beer garden and many activities to inspire participation in the reading program. The program finale party will be held July 27<sup>th</sup>, also outdoors on the Library grounds and will feature a polka band from Wisconsin.

**3.0 Minutes of April 19, 2018 Meeting** – Treva Heiser motioned to approve the April minutes as written. Susan Kadlec seconded the motion. All voted in favor of approval.

### **4.0 Library Director's Report**

#### **4.1 Monthly Report:**

- Robert Ayala started as the new Library Division Manager, Customer Experience, on May 15<sup>th</sup>. He is the new security point person.
- April was National Poetry Month and our poetry related events were well attended. Business Librarian Jack Dorr coordinated several popular programs during Money Smart Week, averaging about 20 attendees in each of the various programs.
- We are working with other City Staff to select a vendor to replace our automated material handler.

**4.2 Update on Citizen Task Force for the Community Improvement Program** – The task force is on hiatus right now. There will be an appreciation dinner at the museum on June 7<sup>th</sup> to thank task force members for all their work to date. Diane Lapierre will be speaking at the Sertoma Club lunch next Wednesday, as there are still community members interested in what the Library and City want to do in the future. The school district is actively working to get a funding request on the ballot this fall.

**4.3 Update on Loveland Library Feasibility Study** – The consultants from Wember Inc. have provided a draft of their Feasibility Study Report. They plan to present the final report at our June Library Board Meeting. The results of the online survey show the northwest quadrant of Loveland is the most popular location for a new library branch.

### **5.0 Old Business**

**5.1 Update on Youth Member of Library Board** – Two candidates were interviewed on May 14<sup>th</sup>. Sarah Wolfe will join the Library Board in September.

**5.2 Strategic Plan** – Diane Lapierre distributed a draft of the communication piece of the plan, a new tri-fold brochure, that we will be sharing as we promote the library.

**5.3 Data on Patron Numbers vs. Population Numbers** – Diane Lapierre distributed a chart of numbers taken from our 2007 – 2017 state reports. Susan Kadlec requested that Amy Phillips attend a future Library Board meeting and share more data.

## **6.0 New Business**

**6.1 2019 Budget Decision Packages** – The next deadline in our budget process is May 18<sup>th</sup>. We will be submitting four decision packages for consideration. These are requests for expansion of our services.

- Package # 1: Requests the creation of a new 30 hour per week position for a Library Security and Safety Specialist reporting to our Customer Experience Manager. We currently share part time contract security with all other Civic Center facilities, which turns out to be just over one hour per week of service at the library.
  - Package # 2: Add 15 hours per week to our Spanish Services Librarian's status to bring services to the 40 hour per week level which will allow for additional outreach programming.
  - Package # 3: Create a fund for the future replacement of the library outreach vehicle.
  - Package # 4: Add funds to the programming budget.
- **6.2 Discuss June and July Board Meeting Dates** – Diane Lapierre will be attending a conference that conflicts with our normal third Thursday meeting in June. Board members agreed to move the June meeting to the 4<sup>th</sup> Thursday, 6/28, and meet at 4:30 p.m. Diane Lapierre will contact Wember Inc. to schedule their Feasibility Study Report presentation at the 6/28 meeting. Also agreed upon was cancelling the July meeting as a summer break. We will then return to our normal schedule and meet at 5:00 p.m. on the third Thursday in August.
- **6.3 Business Cards for Board Members** – Treva Heiser requested generic business cards for Library Board members to hand out when they are out in the community promoting library services. Most members thought they really didn't have a need for business cards and would instead prefer name tags with the library and city logos on them. Therese Torpy will coordinate the creation of nametags for Board members and deliver them at the June meeting. If any Board member would like business cards in the future, they will contact Therese with the pertinent information.

## **7.0 Reports**

**7.1 Statistical Report** – No comments.

**7.2 Friends of the Library** – Kathy Keeler reported the recent book sale was the highest grossing sale they've ever had. The Friends set a goal to sell 67% of each category of books taken to the sale. The search for a new book sorting facility continues and a goal has been established to vacate the current location by May 1<sup>st</sup> of 2019.

**7.3 Art Selection Committee** – We need to redesign the business cards used to inform artists of the call for art and the required application process. It was determined that Sarah Wheeler, Susan Kadlec, Therese Torpy and ShawnaLee Washam are available to install the third quarter art show on July 2<sup>nd</sup>.

**7.4 Loveland Loves to Read** – Treva Heiser distributed minutes from the May 14<sup>th</sup> committee meeting. Plans are moving forward for the September author event. The Meet and Greet is 29% sold and the preferred seating for the evening talk is 33% sold along with 27% sold for general admission seating.

**7.5 Policy Review Committee** – The new Assistant City Attorney, Claire Havelda, is now serving on the Library Policy Review Committee. Susan Kadlec recommends adding a policy on guidelines for grants and outside funding. We will add to a future Library Board agenda a discussion on policy around firearms in the Library. Library Staff are currently reviewing three sections of policies and coming back to the larger committee with suggested updates.

**7.6 Investment Committee** – We will schedule a telephone meeting with the Wells Fargo Investment Advisors and the Investment Committee members and invite Banner Combs to join in.

**Adjournment:** Susan Kadlec motioned to adjourn the meeting at 6:10 p.m. Sarah Wheeler seconded the motion. All voted in favor of adjournment at 6:10 p.m.

Respectfully submitted,  
Therese Torpy

/S/ Sandy Darby, Chair