

**Library Board Meeting Minutes**  
**April 19, 2018**

**Present:** Richard Ball, City Council Liaison; Lisa Blankenship, FOL Co-Chairperson; Sandy Darby; Treva Heiser; Diane Lapierre, Library Director; Susan Kadlec; Liz Lucke; Kandi Smith; Therese Torpy, Recording Secretary; Sarah Wheeler.  
**Absent:** Cyndi Gueswel, MJ Willard.

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

**2.0 Visitors** - Steve Adams, City Manager. City Council asked Steve Adams to survey all 19 City of Loveland Boards and Commissions. Every Library Board member should have received an email from Steve's assistant, Jenell Cheever, with the survey. All responses are anonymous as there is no identifying information in the comments. Participation in the survey is voluntary. Please finish the survey by May 4<sup>th</sup>. The purpose of the survey is to familiarize City Council with the work of the various Boards and Commissions.

**3.0 Minutes of March 15, 2018 Meeting** – Treva Heiser motioned to approve the March minutes as written. Susan Kadlec seconded the motion. All voted in favor of approval.

**4.0 Library Director's Report**

**4.1 Monthly Reports** – We are working on performance measures and the 2019 budget along with the rest of the City.

**4.2 Update on Citizen Task Force for the Community Improvement Program** – Diane Lapierre will be presenting at the City Council Study Session next week on the work done to date for the Community Improvement Program. Members of the Citizen Task Force will also attend. This is an opportunity to weigh in on the direction moving forward along with an overview of the projects. Diane has spoken at many local area service clubs to share information and gather feedback on the proposed projects.

**4.3 Update on Loveland Library Feasibility Study** – We are in the last phases of information gathering. The City of Loveland website has an on-line survey up now. Please refer your contacts to the website for survey participation. Representatives of Wember, Inc. are preparing a preliminary report and will attend a future Library Board meeting to share the information. So far the most popular requested area of town for a future library branch is the northwest section. Some interest has also been shown for a third branch on the east side of town.

**5.0 Old Business**

**5.1 Policy Review Committee** – The committee had its first meeting recently. Kandi Smith will be unable to participate due to work schedule conflicts. Susan Kadlec volunteered to replace Kandi on the committee. The first order of business is to look at fines and fees and then sort out procedural items. We will add a discussion of Board and Commission term lengths to a future Library Board meeting agenda.

**6.0 New Business**

**6.1 2019 Budget Overview** – Diane distributed an overview packet for a high level look at the budget process. Treva Heiser requested we provide numbers of library users vs. city population for the last five years. Discussion turned to the lack of community rooms and the need for more space in the library. One of the items on our list to fund is an ADA workstation in our public computer lab. Sarah Wheeler will check for possible grants to fund this workstation. We have identified some needs that we can fund with a distribution from our donations account via the mid-year appropriations request process.

**6.2 Library Values** – We have updated our values document and Diane Lapierre distributed the final draft dated 4/19/2018 and asked for any suggestions or improvements.

**6.3 Strategic Framework** – Diane Lapierre distributed the final draft of our Strategic Plan dated 4/19/2018 and asked for comments. A request to rework the word “Robust” from item # 3 will be honored. Sarah Wheeler motioned to accept the Library Values and Strategic Plan documents with the one edit to rework the word “Robust.” Susan Kadlec seconded the motion. All members voted in favor of approval.

## **7.0 Reports**

**7.1 Statistical Report** – Comments: It’s good to vary the topics each month.

**7.2 Friends of the Library** – 50,000 books are available for purchase at this weekend’s Used Book Sale. The Loveland Loves to Read Author Event tickets will be for sale to FOL members at a discounted price on member’s night. The search continues for a new sorting place. Harry Love is chairing the Sorting Place Search Committee who are discussing how to handle the book sales moving forward including online sales and bookstores. The FOL Board will hold a retreat in June.

**7.3 Art Selection Committee** – It was a fun installation for the 2<sup>nd</sup> quarter show. Three people are needed to do the installations. Volunteers are needed for the July 2nd installation so we’ll discuss this at the June Board meeting.

**7.4 Loveland Loves to Read** – Treva Heiser distributed notes from the last meeting detailing all the plans for the Anthony Doerr event in September. This information is posted on the Friends of the Library website.

Note: Sandy Darby will not be able to attend the May 17<sup>th</sup> Library Board meeting. Liz Lucke will chair the meeting. We agreed to begin the meeting at 4:30pm instead of the usual 5:00pm start time.

**Adjournment:** Meeting adjourned at 6:25 p.m.

Respectfully submitted,  
Therese Torpy

/S/ Sandy Darby, Chair