

## Library Board Meeting Minutes

February 20, 2018

**Present:** Sandy Darby; Cyndi Gueswel; Susan Kadlec; Kathy Keeler, Friends of the Library; Diane Lapierre, Library Director; Liz Lucke; Therese Torpy, Recording Secretary; Sarah Wheeler, M.J. Willard.

**1.0 Call to Order** - Called to order at 3:59 p.m. by Sandy Darby.

**2.0 Visitors** - Jesse Lopez, Library Technology and Innovation Manager

- Jesse Lopez provided a tour of the Library's technology areas for the Board members. In conclusion of the tour, Jesse answered the following questions:
  - *How do we publicize the available technology?* We do this via our website and by word of mouth.
  - *Has the Technology Division considered going to area service clubs to spread the word?* Yes, but we haven't been able to thus far due to time and labor shortage. Our Business Librarian, Jack Dorr, and our Library Director, Diane Lapierre help spread the word when they are speaking to groups out in the community. The new LTI staff person will use social media to promote our resources and services.
  - *Are appointments required to use the 3D printer or green screen?* Yes, and walk in customers are also welcome. Some research into room booking software is currently taking place.

**3.0 Minutes of December 21, 2017 Meeting** – Liz Lucke motioned to approve the December minutes as written. Sarah Wheeler seconded the motion. All voted in favor of approval. There are no minutes from January as it was a training session not a business meeting.

**4.0 Library Director's Report:**

**4.1 Monthly Reports** – We are gathering some stats on signups for our new texting service called Shoutbomb. We've received many positive comments on Lynda.com. The Battle of the Books competition was exciting for all who participated.

**4.2 Update on Citizen Task Force for the Community Improvement Program** – Twenty members of the task force met last week. The next meeting is March 1. Proposed projects will be reviewed one by one for input. Once the task force has vetted all the projects, they will go out into the community to share the information and get a feel for the level of support for the projects. Recommendations will be made to City Council in August regarding what should be added to the ballot for November. Library Board members should speak to friends and associates to promote a branch library in Loveland. The consultants will do two mass mailings to city residents to share information.

**4.3 Update on Loveland Library Feasibility Study** – The first information gathering session was held on February 15<sup>th</sup> with great turn out. The second session will be on February 21 for Library Staff. The goal is to have the Feasibility Study complete by June 18. If we do proceed building a branch library, it will take three to four years.

**5.0 Old Business**

- Diane Lapierre and Sarah Wheeler attended the United for Library Session at the midwinter ALA Conference. The zoo and the library in Minneapolis had much success in forming a group to start instilling philanthropy for their organizations. Library trends include: fast casual model, retail experience, place making, flipped learning and pop-up experiences.

**6.0 New Business**

**6.1 Election of Officers** –

- Liz Lucke motioned to nominate Sandy Darby as Chairperson. Susan Kadlec seconded the motioned. All voted in favor.
- Sandy Darby motioned to nominate Liz Lucke as Vice Chair. Susan Kadlec seconded the motioned. All voted in favor.
- Susan Kadlec motioned to nominate Sarah Wheeler as Secretary. Cyndi Gueswel seconded the motioned. All voted in favor.
- We discussed the five-year term length for board members and if this is too lengthy. The new policy review subcommittee will review term lengths. Therese Torpy will investigate the current term lengths of other City boards and commissions and report back at the March meeting.

#### **6.2 Selection of Subcommittee Members:**

- The Art Selection Committee members will be Sarah Wheeler and Susan Kadlec.
- The Investment Committee members will be Susan Kadlec, M.J. Willard and Treva Heiser
- The Policy Review Committee members will be Cyndi Gueswel, Liz Lucke and Kandi Smith

**6.3 Boards and Commissions Event March 8, World Café Theme** – This year the event will be structured much differently, held at the Police and Courts Building and set up more informally with each board having their own table. All 170 board and commission members will be able to circulate and visit each table to learn about the accomplishments and current projects of other boards and commissions. We will need a few Library Board members to help Diane Lapierre staff the Library's table in order to share our feasibility study information and gather data for the study. Food and beverages will be provided and you'll have time to circulate. Steve Adams, City Manager, will do a presentation on the Community Improvement Project. Therese Torpy will forward the official invitation to all Library Board Members. Sarah Wheeler volunteered to help at the event.

**6.4 Meeting Dates and Time for Remainder of 2018** – A discussion was held to determine if another standing monthly time would work better for the meeting. It was determined that holding the meeting on the 3<sup>rd</sup> Thursday of each month at 5:00 p.m. remains the best time for attendees.

### **7.0 Reports:**

**7.1 Statistical Report** – Susan Kadlec requested consistency in color for the new format. Please send any other feedback or requests to Diane Lapierre.

**7.3 Friends of the Library** – The annual membership meeting was held on January 26 where the new budget was approved and two new board members were elected. Susan Gagnon received the Annis Askew Volunteer of the Year Award. The new logo is ready for use and efforts for branding consistency are underway. A new brochure will be published soon. Efforts to locate a new sorting facility (minimum of 2000 square feet, a strong floor and ample parking) are somewhat bogged down right now. Inquiries were made with the school district, the City and the former Hewlett Packard campus. Discussions are underway regarding how to increase income to offset the cost of renting a sorting facility. Denver Public Library and Longmont Library have had success with in house used bookstores. Kathy Keeler will bring a proposal to the FOL Board meeting in March.

**7.4 Art Selection Committee** – The 2017 fourth quarter galleria show was dismantled on December 30<sup>th</sup> and the first quarter 2018 show was installed on January 2<sup>nd</sup>. Thanks go to Liz Lucke, ShawnaLee Washam and Sarah Wheeler for their work on this.

**7.5 Loveland Loves to Read** – Pulitzer Prize winning author Anthony Doerr will speak at the Roberta Price Auditorium on September 24. A late afternoon meet and greet at Sweet Heart Winery will allow time for community members to visit with the author of All The Light We Cannot See.

**Adjournment:** Meeting adjourned at 5:56 p.m.

Respectfully submitted,  
Therese Torpy

/S/ Sandy Darby, Chair