

Library Board Meeting Minutes

December 21, 2017

Present: Richard Ball, City Council Liaison; Banner Combs; Sandy Darby; Susan Kadlec; Diane Lapierre, Library Director; Liz Lucke; Amy Phillips, Adult Services Manager; Therese Torpy, Recording Secretary; ShawnaLee Washam, Sarah Wheeler.

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

2.0 Visitors - Amy Phillips, Adult Services Manager

- Amy discussed the formation of a new cross-functional team she's leading to collect and study data on library usage. In addition, she has revamped the monthly statistical report based on input from Library Board Members on what information is valuable to see and evaluate every month using a new analytical software called Tableau. Variations on the report format presented today are available as are special reports. Collecting and analyzing data helps us plan our space, see how we are using our meeting rooms, our computer lab, etc. Please email your requests for data to Amy Phillips, Diane Lapierre or Therese Torpy.
- Susan Kadlec motioned to accept the new format for monthly data reporting. ShawnaLee Washam seconded the motion. All members voted in favor.
- Amy Phillips is also tracking numbers in an effort to know our community better. The tool used for this is Analytics on Demand, which uses data provided from Experian.
- Our Business Librarian, Jack Dorr, uses a data analysis tool called Demographics Now to assist local business clients.

3.0 Minutes of November 16, 2017 Meeting –Susan Kadlec motioned to approve the minutes, with corrections noted, from the November meeting. Liz Lucke seconded the motion. All voted in favor of approval.

4.0 Library Director's Report:

4.1 November 2017 Monthly Report – The report summarized events and activities held in November. Positive comments were made on the colorful well-prepared report. Diane Lapierre also spoke about her presentation to City Council on the possibility of a November 2018 ballot measure to increase city sales tax to fund a branch library, museum expansion, two new fire stations, a new recreation center, recreation trail underpasses and road work at Eisenhower and Taft Avenue. Library Board members should speak to friends and associates to promote a branch library in Loveland. A citizen task force is being created and open house forums scheduled for information gathering and sharing on this community improvement program.

4.2 Share Mission and Vision Statements, Areas of Focus – Diane Lapierre distributed a new library brochure containing our new mission statement which is "To inform, enrich and inspire a strong, engaged community". ShawnaLee Washam motioned to approve the new mission statement as written. Banner Combs seconded the motion. All members voted in favor of approval. Richard Ball suggested we add the City of Loveland logo to the brochure.

5.0 Old Business

- **Investment Committee Update** – Banner Combs informed us that Fran Oliver of Guarantee Bank has reviewed all the information submitted to her on the Gertrude B. Scott Foundation. We will need court approval to move the account if Wells Fargo does not willingly resign. Regarding the Eugene Borland Trust, Fran Oliver is inquiring with The Methodist Foundation as they are the largest of the 3 beneficiaries of this Trust. Another option for management of the funds is The Community Foundation. We will follow-up with Alan Krcmarik on the Gertrude B. Scott Foundation.

6.0 New Business

- **2018 Library Holiday Closure Schedule** – Diane Lapierre distributed a copy of the proposed holiday closure schedule. Banner Combs motioned to approve the schedule as proposed. Susan Kadlec seconded the motion. All members voted in favor of approval.

7.0 Reports:

7.1 Statistical Report – Reviewed under 2.0 above.

7.3 Friends of the Library – The annual membership meeting is scheduled for January 26th.

7.4 Art Selection Committee – The fourth quarter show closes on Dec. 30th. ShawnaLee Washam will assist the artists in the retrieval of their artwork currently on display. The January show will be installed on Tuesday, January 2nd. The Friends of the Library received a \$110.00 commission on two pieces of artwork that recently sold from our galleria show.

7.5 Loveland Loves to Read – A very popular author has been selected for the 2018 LLR author event and will be announced at the FOL annual membership meeting on January 26th.

Adjournment: Meeting adjourned at 6:10 p.m.

Respectfully submitted,
Therese Torpy

/S/ Sandy Darby, Chair