

**Library Board Meeting Minutes**  
**November 16, 2017**

**Present:** Sandy Darby; Treva Heiser; Susan Kadlec; Kathy Keeler, President Friends of the Library; Diane Lapierre, Library Director; Liz Lucke; Therese Torpy, Recording Secretary; ShawnaLee Washam, Sarah Wheeler.

**1.0 Call to Order** - Called to order at 4:57 p.m. by Sandy Darby.

**2.0 Visitors** - Joanna McNeal, Customer Service Manager; Caitlin Bullock and Dennis Humphries of Humphries Poli Architects.

- Caitlin Bullock, Interior Designer, Humphries Poli Architects, distributed a packet highlighting the information collected during open sessions she hosted to gather input on Reimagining the Loveland Public Library. Library Patrons, Library Staff, Library Board Members and Friends of the Library Board Members and the public were invited to attend these sessions. Caitlin also displayed preliminary drawings showing a few options to enhance the customer service experience at Loveland Public Library.
- The areas of focus include the main entrance and customer service points, signage and staff areas.
- Humphries Poli will continue work on this project with the next step being to establish Library priorities.

**3.0 Minutes of October 26, 2017 Meeting** –Treva Heiser motioned to approve the minutes, with corrections noted, from the October meeting. Susan Kadlec seconded the motion. All voted in favor of approval.

**4.0 Library Director's Report:**

**4.1 October 2017 Monthly Report** – Summarized large events held in October.

**4.2 Strategic Planning Update** – We've been working on a strategic plan since shortly after Diane Lapierre began as the new Library Director in June. Diane reviewed a PowerPoint presentation noting our progress in this effort. Our guiding principles were reviewed along with our three areas of focus: Inform, Inspire, Engage.

**4.3 January Board Orientation with Jacqueline Murphy, State Library** – The Board agreed to meet on our regular scheduled January date, 1/18/18, but change the start time to 3:00pm. Training will be about two hours then we will have a social hour from 5 to 6:00pm in lieu of a business meeting.

**4.4 2018 Community Improvement Plan** – The project team is now building a list of potential members for a citizen task force to help vet the projects on the ballot measure. Beginning in January a series of community open house events will be held to gather data. This data will be presented to City Council with recommendations. City Manager Steve Adams will meet with each City Councilor and the Mayor to get their input on moving the measure forward.

**5.0 Old Business**

**5.1 Follow-up on even number of voting Board Members** – If a vote is tied and the Chairperson didn't vote, then they have the tie breaking vote. If the Chairperson voted, then Robert's Rules of Order apply.

**5.2 Tech Day Review** – Sarah Wheeler and Susan Kadlec attended our November 10<sup>th</sup> Tech Day and commented that it was a wonderful day and they learned so much about what the library does. They heard a variety of viewpoints regarding technology and observed a very high level of engagement amongst employees. They were impressed with the way the day was designed and thought it was a fun learning experience and great opportunity for the staff to be together.

**6.0 New Business - None**

## **7.0 Reports:**

**7.1 Statistical Report** – Amy Phillips, Adult Services Manager, will attend our December meeting to help the Board determine what statistics they find valuable. Treva Heiser commented that she's pleased to see the adult programs numbers are up since programs help get new people into the library. Diane Lapierre informed the Board that a new project team focusing on programming will be launching soon to take an overall library wide approach to programming in the new year.

**7.3 Friends of the Library** – The fall book sale showed a record high gross sales amount of approximately \$35k. Members of the Friends visited Denver Public Library and Longmont Library to view their used book sale operations including learning about online sales options.

**7.4 Art Selection Committee** – All 2018 selections have been made. The contracts will go out to the artists soon. Denai Thornton is will be leaving the FOL Board and will need to be replaced on the committee. Also, since ShawnaLee Washam's term on the Library Board ends soon, she too will need to be replaced on the committee. The Best of Show award winner was chosen. Artist Sandy Graves will be presented with a \$100 check sponsored by First Western Trust Bank of Northern Colorado. In the future, we may use the *City Update* as a vehicle for a call for artists.

**7.5 Loveland Loves to Read** – Diane Lapierre will be meeting with the committee on December 1<sup>st</sup> to discuss options for tickets sales. The committee is currently negotiating with the author they selected for next year's event which will be held at the Thompson Valley High School auditorium.

**Adjournment:** Meeting adjourned at 7:05 p.m.

Respectfully submitted,  
Therese Torpy

/s/ Sandy Darby, Chair