

Library Board Meeting Minutes

March 16, 2017

Present: Janice Benedict; Banner Combs; Sandy Darby; Treva Heiser; Susan Kadlec; Marcia Lewis, Library Director; Liz Lucke; Therese Torpy, Recording Secretary; ShawnaLee Washam, Sarah Wheeler.

1.0 Roll Call / Minutes - The meeting was called to order at 5:00 p.m. by Sandy Darby. Treva Heiser motioned to approve the February minutes with corrections noted. Liz Lucke seconded the motion. All voted in favor of approval.

2.0 Visitors: Kathy Keeler, President, Friends of the Loveland Public Library.

3.0 Correspondence: No correspondence.

Library Director's Report:

Converting to Flatirons Library Consortium really came right down to the wire if we were going to be able to meet our planned conversion date of February 20th. We did meet that date and everything has gone well for the most part so far. We also had a good staff training day held on the same date as the conversion. We are working on having Prospector back up and running by the end of the month. One issue was billed items getting checked out again but this has been corrected in the database now. Our RFID tags have caused some quirks for other libraries. We are now getting 8 - 9 bins of books per day vs. 4 - 5 bins prior to joining FLC.

4.0 Old Business:

4.1 Investment Committee Update – Banner Combs reported there is no real news to share as it is tax season which doesn't leave much time for other work. She did speak to Guaranty Bank and they are aware a change is coming.

4.2 Migration to Flatirons Library Consortium – See Director's Report above.

4.3 Public Outreach Committee Update – Treva Heiser reported that two teens who frequent our library spoke at the March 7th City Council Meeting along with Amber Holmes, Teen Services Manager, and used the public comment forum to talk about their experiences in the teenseen. They were very complimentary about the library staff and spoke about why it is important to have a dedicated teen area.

5.0 New Business:

5.1 April Board Meeting Date – The third Thursday of April falls after Marcia's retirement. Banner Combs is unavailable the third Thursday of April. ShawnaLee Washam motioned to cancel the April 20th Library Board meeting. Treva Heiser seconded the motion. Our next meeting will be May 18th.

5.2 Report from Boards & Commissions Summit – ShawnaLee Washam, Liz Lucke and Marcia Lewis attended the summit in March at the Rialto and enjoyed listening to all the presentations. The organizers collected information from the attendees on where they prefer to take out-of-town visitors, what they like about Loveland and what they like about living in Loveland, etc.

5.3 Library Director Hiring Process Update – There were 35 applicants for the Library Director position. They have been ranked and the rankings have been averaged. Essay questions have been sent to the top 12 candidates. Finalists will be selected March 17th. Interview questions will be finalized by March 23rd. If you would like to submit questions to be asked at the interviews, send those questions to Marcia Lewis. Interviews will be held on March 31st. All the finalists are expected to travel here for live interviews on March 31st. The target start date for the new Director is May 1st.

5.4 Library Privacy Policy – The new privacy policy statement was distributed. Colorado state law on patron privacy has been viewed in different ways by past and present City Attorneys. After much discussion with staff from Human Resources and the Attorneys offices, we developed these guidelines to help staff interpret current policy. These guidelines will be discussed at our next library staff meeting.

5.5 Amy Phillips Report from Harwood Institute – Amy Phillips attended the Harwood Institute training at Denver Public Library recently and showed a YouTube video on turning outward. This is a shift from being library-centric to

moving towards the community to see and hear other people, what their aspirations for the community are, to understand underlying conditions within the community and to figure out the right path to take to make the most impact on people. Amy will continue her work on turning outward and pool resources with other libraries within the Flatirons Consortium.

6.0 Reports:

6.1 Staff Report – The comment was made about how busy the staff are. Sarah Wheeler asked if we have a recognition program in place for all the great work that is being done. Marcia Lewis explained that we do verbal thank you's, we sometimes bring in food as a thank you, we do a "tip of the hat" at the supervisor's meeting which is listed on the meeting notes for all staff to read, we can also use the formal HR process of requesting a recognition gift of \$20, \$30 or 2 hours of paid time off. In addition, the City has an annual employee of the year recognition event.

6.2 Statistical Report – It was noted the video game numbers are up. We have added new games to the collection so there are more games available.

6.3 Friends of the Library – The next used book sale is April 21-23. Getting the brick project fundraiser started again is in the works. If everything comes together, orders for bricks will start in July and the City will install them this fall. The new issue of the newsletter will be out soon. The next FOL Board meeting will be March 28th at 5:00 p.m. in the Erion Room.

6.4 Art Selection Committee – We have a new section on the library website to highlight Art in the Galleria. Erica Swearingen, with help from Sue Baccari, has been creating this great resource for artists, art appreciators and buyers. It is still being loaded with images but will soon be ready to showcase each quarterly show along with images of past shows. The museum is hoping to do a joint reception for the TAPP2D artists and our Galleria artists in late April or early May. If anyone is willing to help with the reception please let Marcia know.

6.5 Loveland Loves to Read – Everything is set to hold the author talk at the Rialto on Monday, September 18th. Lunch with the author will be Tuesday, September 19th at Sylvan Dale Ranch. A presentation on Southwest Art by Dr. Peter Jacobson will be at the library at 1:00 p.m. on Wednesday, September 20th. On Thursday, September 21st we will show the movie "Thief of Time" at 7:00 p.m. at the library.

Marcia Lewis took a moment to thank the board for all their support over the years. She will be retiring from Loveland Public Library on April 14, 2017.

7.0 Adjournment: Meeting adjourned at 6:43 p.m.

The next library board meeting is 5:00pm on **Thursday, May 18, 2017**.

Respectfully submitted,
Therese Torpy

/S/ Sandy Darby, Chair