

# Library Board Meeting Minutes

## February 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 4:58 p.m. by Sandy Darby. Treva Heiser motioned to approve the January minutes as written. Janice Benedict seconded the motion. All voted in favor of approval.

**2.0 Visitors:** Steve Adams, City Manager.

**3.0 Correspondence:** No correspondence.

**Library Director's Report:** Our gifts and donations fund balance has reached \$373,900.00. These funds must be appropriated annually for use, outside of the budget cycle. We received \$15,000.00 from the Scott Fund in 2016 which is specified for books. Library Managers have identified the following needs for 2017:

- A City laptop for Julie Graf, Children's and Teens Librarian II. Because she moves between the two departments, a portable device is best for meeting her needs. We can purchase this through City IT for approximately \$1500.00.
- The Children's Division would like to relocate their reference books out of the current location in order to expand the iMake Lab by adding a magnetic wall, adding more small kits for circulation (primarily checked out by teachers) and expanding the robotic kits. Beth Gudmestad has applied for a "PeopleForBikes" matching grant (\$600.00) to purchase a bike fix-it station. Requests from the Children's Division total \$7100.00
- We want to move \$23,000.00 from the Scott Fund to the 2017 book budget.
- We want to add \$10,000.00 to pay for hoopla usage (pay as you go eBooks, audiobooks, movies, etc.)
- We'd like \$5,000.00 for memorials donations that came in during the year.
- The teenseen is very cramped so teen staff would like to move books outside the teen area in order to add a long table and modular seating to the area where the books now reside. We are working with Facilities to create a plan for this. The estimated cost is \$25,000.00. This move will provide an opportunity to expand teen programming and will allow for much better visibility within the room.
- Banner Combs motioned for the Board to approve moving all the above listed funds from the LBDONA account into the regular budget. ShawnaLee Washam seconded the motion. All voted in favor.

### 4.0 Old Business:

**4.1 Investment Committee Update** – Banner Combs reported that she has reached out to the Director of Philanthropy at the bank she works for but hasn't yet heard back from her. She wanted to discuss what steps are necessary to remove an existing manager from a foundation. Banner offered to contact Jane Cox with Guaranty Bank regarding taking over the management of the Gertrude B. Scott Fund. Banner also offered to work with Alan Krcmarik, Executive Fiscal Advisor City of Loveland, to draft a letter asking Wells Fargo to rescind their management of the Gertrude B. Scott Fund. Treva Heiser motioned that we facilitate the removal of Wells Fargo as administrator of the Gertrude B. Scott Fund and approve moving the administration of the fund to Guaranty Bank. Janice Benedict seconded the motion. All voted in favor.

**4.2 Public Outreach Committee Update** – Treva Heiser reported that two teens who frequent our library are planning to attend the March 7<sup>th</sup> City Council Meeting and use the public comment forum to share with the community what impact the library has had in their lives. Treva also shared with the board the newly finished presentation that she's been working on with Erica Swearingen and Beth Gudmestad to highlight the offerings in our Children's Division. This is a PowerPoint Presentation that Eric Harting will show the staff at Cottonwood Plains Elementary School and then share with the area school principals at one of their networking meetings. Eric is also considering showing the presentation to members of the Cottonwood Plains PTA. We are hoping other organized groups will also have a chance to view this.

Many thanks go out to Erica Swearingen for all her work in creating the presentation. In addition to the PowerPoint, Erica created flyers that viewers can take with them.

#### Notes

- Update regarding the plan for all district 1<sup>st</sup> graders to take field trips to the library this spring: a more manageable plan for eight schools to visit the library is now in the works. The school district does have some grant money to use for busing the students to the library.
- Marcia Lewis will be speaking to the Kiwanis Club and providing handouts promoting Adult Services programs and will ask for feedback.
- Sandy Darby requested the library report for the Boards & Commissions Summit be shared with the Library Board. Marcia Lewis will email this to board members.

#### **4.3 Migration to Flatirons Library Consortium Progress Report** – It's been pins and needles for the last week or two.

We are ready to go this weekend. We paid for the 2017 annual maintenance as if we were staying with the current system and we will receive a credit towards the new product we are installing. We've made good progress on the preparation to switch. The lists will be created Friday night, check-outs will be normal over the weekend, no check-ins will be made over the weekend. The data merges overnight Sunday night. The FLC Coordinator will be here Monday when the library is closed all day for staff training. We plan to open Tuesday morning running on our new system which includes more services for the public. We are working on a quote for a courier to service FLC members only which will provide faster delivery of items coming from and going to other libraries.

### **5.0 New Business:**

**5.1 2016 Work Plan Final Report** – Janice Benedict inquired about the location for the new library kiosk. Business Librarian Amanda Armstrong is working on analyzing the statistics showing where our patrons live, looking for gaps, and identifying where the greatest need is. The City owns some land near Mahaffey Park in the northwest part of Loveland which may be a good area for a kiosk. We've had good attendance at the program we hold at the Outlet Mall east of town which may be a good area for kiosk. We have CEF money to hire a consultant to look at future needs for library branches. Treva Heiser asked if Marcia Lewis wants feedback from the public outreach efforts regarding desired adult programs. Yes, please provide feedback to Marcia.

**5.2 10 Year Capital Plan Update** – We submitted information last year based on the Facilities Master Plan which was done a few years ago. This plan called for one branch library in the near future and one branch further out in the future. One segment of the plan including outside sources of funding for these branches. Is the Board comfortable changing the amount of outside fundraising expected for these branches to read "up to \$500k - \$600k"? The Board agreed this is a reasonable amount.

**5.3 Library Director Recruitment and Hiring Process** – The Library Director job is now posted on the City website, Library Jobline and ALA websites with a closure date of March 6<sup>th</sup>. As the process moves along, there will be screenings with written exercises to narrow it down to four or five candidates by March 17<sup>th</sup>. All the finalists are expected to travel here for live interviews on March 31<sup>st</sup>. Interviews will be conducted by an executive panel consisting of Steve Adams, Marcia Lewis and Rod Wensing. Other interview panels include the Library Division Managers, City Department Heads and external stake holders. Each finalist will be expected to make a presentation which will be open to the public. Janice Benedict and Treva Heiser wish to participate in the interviews as representatives from the Library Board. The target start date for the new Director is May 1<sup>st</sup>.

**5.4 City Manager Steve Adams Visit** – New City Manager Steve Adams joined our meeting and told us a little about his background. He has been with the City for 22 years. We were all happy to hear that he got his library card just a few days after moving to Loveland! Prior to becoming the City Manager he was the Director of Water and Power. Prior to joining the City, Steve was in the military and traveled extensively throughout the world. He thanked the Board for their service and wants to ensure that the Board feels supported and valued. As such, the Board will have input in the process to select a new Library Director. Steve will be traveling to Washington D.C. on March 11<sup>th</sup> for the National League of Cities Conference. Our Youth Advisory Commission is also attending this conference. Some of the projects currently

keeping Steve busy are: City wide broadband; potential ballot initiatives to improve transportation and funding growth for the library, museum and recreation center; partnering with the school district and many other issues. Steve next explained his philosophy about adding staff and how it's easy to demonstrate a need for certain personnel such as police and fire but we need to promote, justify and document the essential role a library plays in our community. When requests for additional staff are made, he considers if it is sustainable, what is driving the need, is it regulatory, can it be filled with temporary labor, can it be filled with a consultant, how much can we afford, etc.? The City currently employs 824 people. Steve asked that we put him on the agenda for future Library Board meetings.

## **6.0 Reports:**

**6.1 Staff Report** – Confirmed that Bright By Three is a nonprofit organization that promotes early literacy by distributing educational materials to families with children under the age of three.

**6.2 Statistical Report** – Noted teen outreach program numbers are down. Therese will follow up on this. The iCreate lab usage numbers are down due to Anzio being unavailable.

**6.3 Friends of the Library** – A nice annual meeting and dinner was held in January. The next used book sale is April 21-23. The new meeting time for the FOL Board is 5:00 pm on the 4<sup>th</sup> Tuesday of each month. Janice Benedict distributed The Book Discussion Group's book list and schedule for February – October 2017. A handout of the ALA's new administration policies that contradict core values was distributed.

**6.4 Art Selection Committee** – Ina White resigned her position on the committee and Denai Thornton will replace her.

**6.5 Loveland Loves to Read** – The committee has contracted with Green Ride to provide a complimentary shuttle to Sylvan Dale for the folks who will be attending the One Book One Community author luncheon. Plans are being made for an art show, possibly Navajo, along with a lecture from a CSU Professor and possibly a documentary movie. The committee is still looking for potential authors for the 2018 event. Kevin Hearne was mentioned for consideration.

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

The next library board meeting is 5:00pm on **Thursday, March 16, 2017.**

Respectfully submitted,  
Therese Torpy

/S/ Sandy Darby, Chair