

Library Board Meeting Minutes

January 19, 2017

Present: Janice Benedict; Banner Combs; Sandy Darby; Eric Harting; 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 5:01 pm by Sandy Darby. Treva Heiser motioned to approve the December minutes as written. Liz Lucke seconded the motion. All voted in favor of approval.

2.0 Visitors – Rod Wensing, Assistant City Manager.

3.0 Welcome to New Board Members – Marcia Lewis introduced Janice Benedict as our new board member. Janice is a retired reference librarian who worked for 15 years at Loveland Public Library. Two new alternate board members are joining us this year. They are Susan Kadlec and Sarah Wheeler. Susan is a freelance Editorial Consultant of online books, a former Professor and Dean of Graduate Studies who also served on the board of the Logan Utah Library. Sarah is a Human Resource Executive and former Professor at Argosy and Regis Universities and CU Denver.

4.0 Correspondence / Library Director's Report:

- Marcia Lewis passed around a book recently donated by Herb Zimmerman. The book chronicles the creation and building on the new bronze sculpture installed outside our library titled *Listen Closely to Me* honoring Herb's late wife Bobbie Zimmerman who was a teacher and librarian at Bill Reed Middle School.
- Marcia read aloud a letter she wrote to Rod Wensing on January 13th announcing her retirement effective April 14, 2017. Marcia has been with the City of Loveland for over 34 years. She's only the 5th person to serve as Director in the library's 112 year history. Rod told the board he was honored to place Marcia in the Library Director position back in 2012 and noted the many changes we have had since that time. Rod will work with City Manager Steve Adams and Human Resources to recruit a new director as Marcia prepares to move on to the next adventure in her life. Rod assured the board members that they would have representation in the process of selecting a new Library Director.

5.0 Old Business:

5.1 Report From Investment Committee Meeting with Guaranty Bank

- The Investment Committee members met with Jane Cox of Guaranty Bank, Mike Steel of Main Street Advisors and Alan Krcmarik, Executive Fiscal Advisor City of Loveland to discuss the Kroh Trust. This trust has always been managed by Home State Bank which recently merged with Guaranty Bank. The consensus was to keep the trust at Guaranty Bank since we have more choices available in management options than we would if the City managed the trust. The 2016 4th quarter investment review showed a 7 ½% return along with reasonable fees at less than one percent per year. The committee is pleased with this based on the outlook for the economy. The committee will review the investment policy statement and the answers to the series of questions posed to both Guaranty Bank and Wells Fargo. Fran Oliver will be starting soon as Norm Rehme's replacement in the Trust Manager role at Guaranty Bank. The committee plans to meet with Ms. Oliver the next time they gather for a meeting.

5.2 Draft Annual Report for Boards & Commissions Summit – The report is yet to be complete. This will be added to the agenda for next month's meeting.

6.0 New Business:

6.1 Election of New Officers and Appointments to Committees

- Banner Combs motioned to elect Sandy Darby as Board Chair, Eric Harting as Vice Chair and ShawnaLee Washam as Secretary. Treva Heiser seconded the motion. All voted in favor.

- Board Chair Sandy Darby appointed:
 - Banner Combs, Susan Kadlec and ShawnaLee Washam to the Investment Committee. Sandy Darby will also serve on this committee.
 - Liz Lucke and ShawnaLee Washam to serve on the Art Selection Committee.
 - Janice Benedict, Banner Combs and Eric Harting to serve on the Policy Revision Committee.
 - Eric Harting, Treva Heiser and Sarah Wheeler to serve on the Public Outreach Committee.

6.2 Kroh Trust Report – Marcia Lewis distributed copies of the Kroh Trust account balances per quarter in 2016. The year end balance was \$604,177.71. Distributions since 2010 are at \$184,000.

6.3 Update on Migration to Flatirons Library Consortium – We've been working with Beth Gallinger of FLC to hold Sierra training classes onsite for library employees. The existing libraries in FLC are Boulder, Broomfield, Lafayette, Longmont & Louisville. All consortium libraries share a catalog and a computer system. We are excited to be joining as this gives us more purchasing power with databases and we will share a Systems Administrator. FLC does the negotiation with Innovative Interfaces. Marmot, the west slope consortium is helping with the migration to the new system. We plan to go live with Sierra on President's Day, Feb. 20th. The library will be closed that day while staff participate in training. We will be doing some off line check out on Sunday, Feb. 19th. Tuesday, Feb. 21st we should be up on the new system. There aren't many changes to the software, but there are considerable changes to the cataloging process. Downloadables will be processed by FLC. The consortium will do a request for proposal to contract with a separate courier just for its members. We will still have Prospector. Prospector includes 42 libraries in Colorado and the University of Wyoming Library and also works with Mobius in Missouri. We'll share Zinio, our online magazines, with FLC. There will be consistency of policies and cataloging within FLC along with an R&D committee looking into other databases and future enhancements.

7.0 Reports:

7.1 Staff Report – Clarified Fanboni ride is correct vs. Zamboni ride in the prize for Winter Reading Program information in Children's Division report. Marcia Lewis was impressed with Jesse Lopez and his family for providing over 100 bags containing gifts of food and hats for the teens as noted in the Teen Division report.

7.2 Statistical Report – The question was posed about why the study center hours are down. We'll check on this.

7.3 Friends of the Library – The annual meeting is tomorrow, Jan. 20th.

7.4 Art Selection Committee –ShawnaLee Washam and Liz Lucke worked to return 4th quarter art pieces to the artists on Dec. 31st. ShawnaLee and Therese Torpy installed the 1st quarter art pieces on Jan. 2nd. Of the 27 artists who submitted applications for the 2017 shows, 17 artists were selected. The winner of the 2016 Best-of-Show \$100 prize was artist Anne van Leeuwan. The prize was funded by Banner Combs' employer, First Western Trust Bank.

7.5 Loveland Loves to Read – There will be no writer's workshop held with Anne Hillerman during the One Book One Community event this fall. The luncheon with the author will be held at Sylvan Dale Ranch. The committee is hoping to do an art exhibit in conjunction with the author event.

Items not on agenda:

- We went around the room and current board members introduced themselves to the new members.
- City leaders are considering preparing a ballot issue for the November 2017 election related to various large capital projects needed. They are considering which projects should go on the list and how to market it. There will be an all-day retreat for City Council and City Leaders on January 28th that Marcia Lewis will attend. One of the items on the retreat agenda is to take an initial look at the feasibility of this for the 2017 ballot.
- We need a new board roster. Therese Torpy will contact Rochelle Fernley in the City Manager's Office with the updates and distribute the new roster to the Library Board as soon as it is available from Rochelle.
- Treva Heiser noted the video the Public Outreach Committee requested be created to show teachers is almost ready. Treva met with Amber Holmes, Teen Services Manager, to discuss having one of the teenagers who regularly uses the library speak to the City Council about what the services here have meant to them personally.

8.0 Adjournment: Meeting adjourned at 6:22 p.m.

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

Respectfully submitted,
Therese Torpy

/S/ Sandy Darby, Chair