

Library Board Meeting Minutes

June 27, 2019

Present: Cyndi Gueswel; Treva Heiser; Susan Kadlec; Diane Lapierre, Library Director; Dennis McClatchey; Amy Phillips, Adult Services Division Manager; Therese Torpy, Recording Secretary; M.J. Willard, Caitlin Wyrick.

Absent: Richard Ball, Sandy Darby, Kandi Smith

1.0 Call to Order – Called to order at 5:00 p.m. by Cyndi Gueswel.

2.0 Introduction of Visitors:

- Visitors: Bryan Gorer and William Berglin of Scout Troop 184 are attending as part of the required work towards their Eagle Scout designations.
- Visitor: Amy Phillips, Library Adult Services Division Manager

2.1 Monthly Program: Amy Phillips reviewed the results of our Customer Satisfaction Survey:

- Of 361 responses 91% met or exceeded expectations
- We reviewed all the charts and comments
- MJ Willard asked Diane Lapierre to compliment the staff on the high ratings received for staff
- The results of this survey are considered our baseline data for comparisons with future surveys

3.0 Approval of May 2019 Minutes – Treva Heiser motioned to approve the minutes as written. Susan Kadlec seconded the motion. All voted in favor of approval as written.

4.0 Library Director's Report

4.1 May Monthly Report:

- We are taking a short break from submitting monthly reports to City Management and City Council in order for the Assistant to the City Manager to re-vamp the process and create a template which will increase consistent reporting across all City Departments.
- Our Summer Reading Program launched in June with a great kick-off party that included the live band Paisley Park. You are encouraged to sign up for the program, as there is something for all ages. The second summer festival will be held on July 5 and include a bluegrass band and a Star Wars themed costume contest along with many activity booths.

4.2 Community Improvement Program Update:

- Efforts are now underway to create the ballot language. The first reading for City Council is scheduled on July 16 and the second reading on July 30. The Citizen Task Force is transitioning to a Campaign Committee. CIP Leaders are meeting with Campaign Committee Leaders next week.
- Parks & Rec Department has acquired a parcel of land for a potential new recreation center. The Library Feasibility Study and the Parks & Rec Feasibility Study both determined a financial savings benefit to co-locating new facilities.

4.3 2020 Budget Update:

- We are working with City Leaders on the 2020 budget which, due to an imbalance in the general fund, includes potential cuts in the 3% to 5% range. We don't yet know when a decision will be made on the exact percent we will be expected to cut. We have had four vacant positions for several months. The Library Leadership Team has discussed various ways to reach the targeted range of savings requested by using a tiered approach with consideration of the current vacant positions and reassigning some hours. We will proceed with posting the new Customer Service Security Monitor position at 40 hours per week as there was a combined total of 45 hours per week vacant in that division. Diane Lapierre distributed a draft document detailing the costs of various proposed cuts. Once the budget is approved, we can make the final

document available. Treva Heiser inquired if all City departments are cutting costs. Diane responded that only departments funded through the City's general fund are cutting 3% to 5% of the 2020 budget.

5.0 Old Business

5.1 Youth Board Member Selection: Kalysa Christopher will be the next youth member of the Library Board. Her first meeting is August 15.

6.0 New Business

6.1 Boards & Commissions Appreciation Event, September 9th:

- Therese Torpy will forward the invitation via email. There is a centerpiece competition. We will add this item to the agenda for discussion at our next meeting in August.

7.0 Reports

7.1 Loveland Loves to Read – Treva Heiser reports that the contracts have been accepted by the authors. The format has changed to an informal information session titled "A Conversation About Water". Brian Werner from Northern Colorado Water Conservancy District will moderate the discussion. The audience can submit questions to the authors. Publicity rack cards are coming soon. The Children's Division is ordering books about water to give away after the live readings. A meet and greet with the authors is September 25 in the Library Gertrude Scott Room. Tickets are on sale on the Friends of the Library website.

7.2 Friends of the Library – Diane Lapierre attended the recent FOL retreat. The new strategic plan will be implemented soon. The former Loveland Lights celebration has been renamed Winter Fest. Plans are moving forward with our café space transitioning into a used bookstore.

7.3 Statistical Report – The only comment was "looks good".

7.4 Advocacy Committee – A meeting notice will go out tomorrow. Work continues on consistent speaking points on why libraries are necessary. Please plan to attend the July 16 City Council meeting.

7.5 Art Selection Committee – The third quarter show will be installed on July 2.

Note: Cyndi Gueswel is unable to attend the August Board meeting.

8.0 Adjournment – Treva Heiser motioned to adjourn at 6:13 p.m. Caitlin Wyrick seconded the motion. All voted in favor of adjournment.

Respectfully submitted,
Therese Torpy

/S/ Sandy Darby, Chair