**AGENDA**

**Berthoud Community Library District**

**Regular Board Meeting**

**Wednesday, May 14, 2025**

**7:00 P.M.**

**236 Welch Ave, Berthoud**

**AGENDA**

1. Call to Order
2. Roll Call
3. Public Participation
4. Consent Agenda

Approval of Board Meeting Minutes of April 9, 2025

Reports

CEO’s report

Statistics

Financial report

Acceptance of Expenditures

1. Banking Services: Representatives from Independent Financial and Bank of Colorado
2. Policy Development

Postpone: Record Retention, Public Records Request

Assign: Human Resources

1. Old Business

Scheduling for Mission Statement Rewrite

1. New Business

Summer Learning Initiative

Second Annual Berthoud Literary Festival

Other business

1. Adjournment

Next Meeting: June 11, 2025

**Berthoud Community Library District**

**Regular Board Meeting Minutes**

**Date: Wednesday April 9, 2025**

**236 Welch Ave, Berthoud, CO**

**Call to Order:** Julie Oelman called the meeting to order at 7:05 pm

**Attendees:** Julie Oelman, Amanda Thorstensen, Karen Anderson, Nicole Buendia, Alyson Dratch, Melissa Robinson, CEO Amie Pilla

(Bob Latchaw excused.)

**Public Participation**  - None

**Consent Agenda:**

**Motion 0425-01 made,** seconded and carried to approve Board Minutes of February 12, 2025, CEO Report Youth Services Report, Financials, Statistics and acceptance of Expenditures.

**Policy Development: Assign:**  Record Retention (Julie Oelman), Public Records Request (Alyson Dratch)

**Old Business:**. Legislative Advocacy – Amie Pilla updated the Board on the status of the Federal and State Legislative Bills In progress that affect Libraries. April 6-12 was designated as National Library Week!

**New Business:** Request for Reconsideration **–** A Library Patron requested that a Young Adult book: “Let’s Talk About It” be removed from the Library because of some material in the book about pornography. After careful consideration, Amie decided to withdraw the book for that reason.

Scheduling for Mission Statement Re-write: Julie Oelman will create a document with dates that might be possible for Board Members to attend and will distribute it.

**Adjournment:** Julie Oelman adjourned the meeting at 8:00 pm.

**Next Meeting:** May 14, 2025

Respectfully Submitted: Melissa Robinson, Secretary

Berthoud Community Library District

CEO Report

April 2025

**Library Operations and Services**

*Personnel*

We held our annual Staff Development Day on the 24th. We were able to work on preparing for this year’s Summer Learning Initiative, a strategy and operations exercise, understanding and clarifying the Digital Navigators program, and discussing policy and procedure difficulties or inconsistencies. We appreciate the opportunity every year, as it’s the only day that the library is closed to the public and we are all able to work together to solve problems and streamline our services.

We shuffled the schedule quite a bit this month to cover for a staff member caring for a family member going through a medical crisis. We only had to cancel one event that other staff members couldn’t present.

*Classes/Services*

We hosted a Shred-a-Thon early in the month. We cleared out the library’s paperwork that needed to be shredded, but also invited community members to bring their paperwork. Some people came with a single small bag, others with multiple boxes, and all were grateful for the opportunity to get those documents cleared out in a secure manner.

We experienced good attendance at our on-going events throughout the month, including Writers Group, Sketch Hour, Meditation, Game Night, Book Club, and the Knit and Crochet Drop-In.

*Circulation/Collection*

A community member suggested that we add passes to our collection for The Gardens at Spring Creek. They do have a program set up for libraries, and we expect to add two passes to our collection soon. Checkout will follow the same rules—check out for one week, no holds allowed—as our State Park and County Park passes.

*Building and Grounds*

Our interior front door was out of alignment and would not lock. In addition to realignment, the doors got a tune-up so that they’re opening and closing smoothly.

The Master Gardeners did a fantastic job with spring cleanup on our grounds. They pruned, cleared last year’s debris, and weeded. We also had McCrary and Sons Landscaping rip out the overgrown and unmanageable plants along the alley and replace those with sod to complete the cleanup.

We received our permit to install the new sign out front, and Otto from Innovation Forge is working on completing that piece and scheduling an installation date. In addition, the Town of Berthoud approved our grant application. Once the installation is complete, we’ll be able to submit for a reimbursement of $2,000 of our expenses on that project.

*Technology*

The laptop which we use primarily for classes and meetings that require AV connections was beginning to show its age. Rather than wait until there was an equipment crisis, we ordered an additional laptop and currently have two machines we can use.

*Policies and Procedures*

Staff are beginning work on a comprehensive, updated procedures manual for the library. Our goal is to create a manual so complete and thorough that anyone trying to restart the library post-zombie apocalypse would know exactly what to do.

*Outreach and Publicity*

The Larimer County Board of Commissioners issued a proclamation in support of libraries during National Library Week. Julie and I were able to attend the meeting along with library leaders from each of the public libraries in the county.

We held our Volunteer Appreciation Dinner on the 22nd. We love having the chance to bring our internal library volunteers, library board members, and Friends of the Library volunteers together for an evening to celebrate their major contributions to this library.

*Financial*

We completed our audit fieldwork throughout the days on the 2nd through the 4th, with a follow-up meeting on the 11th. Uli from Prospective Business Solutions has been exceptional at helping us as library staff understand what she’s working on and what she needs from us to complete the audit. We expect the process to be completed during the month of May, but certainly well ahead of the July 31st deadline.

*Strategic Plan*

We partner with a few local organizations by reserving our community room for them to use to present classes and events. We specifically work with organizations bringing in speakers on topics that we would otherwise work to present ourselves. The Foothills Audubon Society had their final meeting of the season early in the month. We look forward to that partnership resuming in autumn.

**Meetings and Workshops**

Staff Development Day, April 24

Amie— Friends of the Library meeting, April 2; Town Nonprofits meeting, April 3; Larimer County Board of Commissioners meeting, April 8; Colorado Public Library Directors Retreat meeting, April 8; Audit meeting, April 11; Employers Council I-9 class, April 15; Loveland Library meeting, April 15; SIPA webinar, April 16; PLA Conference Proposal planning meeting, April 30

Bella— AI Literacy for Library Workers, online course; Canva webinar

Sarah— AI Literacy for Library Workers, online course

Tom— AI Literacy for Library Workers, online course; The Perspective Course for Artists, online course

**Grants and Gifts**

State Grants to Libraries, $9,460 (reimbursement-based grant from the state budget we used for books and e-books)

Respectfully submitted,

Amie Pilla

May 9, 2025