

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, March 9, 2022
7:00 P.M.

Library Community Room, 236 Welch Ave., and Zoom Hybrid

AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Participation
- IV. Approval of Board Meeting Minutes of February 9, 2022
- V. Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial Reports
- VI. Acceptance of Expenditures
- VII. Board Training
- VIII. Old Business
 - Staff 2022 Projects
 - Possible Line-Item Reallocations
 - Staff Pay Grades
 - Wellness Leave
 - Custodial Services
 - Board Self-Evaluation
- IX. New Business
 - Policy Review, Board Bylaws
 - Curiosity Kit Deselection
 - Facility Upgrades—security cameras
 - Volunteer Program
 - Other business
- X. Adjournment

Zoom Meeting ID: **879 2495 7422**

Zoom Meeting Passcode: **877261**

Next Meeting: April 13, 2022

**REGULAR BOARD OF TRUSTEES MEETING
ZOOM MEETING
FEBRUARY 9, 2022**

Call to Order: Lorna Greene called the meeting to order at 7:01 pm

Roll Call: Trustees Present: Lorna Greene, Kathy Mitchell, Julie Oelman, Bob Latchaw, Karen Anderson, Melissa Robinson and CEO Amie Pilla

Public: None

Approval of Board Minutes: Motion 0222-01 to approve the January 12, 2022 minutes made, seconded and carried.

Reports: Amie Presented the CEO Report
Christy Headrick submitted the Youth Services Report
Amie submitted the Statistics for January 2022
Financial reports will be available at the March 9 Meeting

Strategic Plan: Amie displayed both the Staff's and the Board's answers to the four questions she posed. She will use some of the answers to plug into our Main Strategy Plan that will be presented in April 2022

Old Business: Melissa and Karen interviewed the two candidates for the Board Opening. After consideration Karen reported that they had chosen Amanda Thorstensen for the position. Brett Noyes, the other applicant expressed an interest in fund raising and Karen will connect him with the Friends of the Library Group. Amanda will be invited to the March meeting. Her appointment will be finalized when the Berthoud Board of Trustees and the Larimer County Commissioners approve her nomination. **Motion 0222-02 to approve appointment of Amanda Thorstenten to the Board of Trustees made, seconded and carried**

Staff 2022 Projects: Marketing and Branding

- The Summer Learning Program Brochure will be produced professionally
- A Branding Slogan such as: Library Plus
- Adding Staff and Board Members bios to the Newsletter

Possible Line Item Reallocations: Amie stated that there is \$100,000 left from the Ballet Initiative that could be reallocated. She listed four categories

Staff: Salaries and other benefits and compensation

Space: Furniture and use of the space. Amie will research hiring an efficiency consultant to help reorganize the office space

Programming

Collections

The Board strongly felt that Staff compensation and the more effective use of the Library space should be the priorities.

Board Self-Evaluation and CEO Evaluation Logistics –Amie found a simple two page Board Self-Evaluation Form that she will send to Board members

New Business: Technology Recycling or Donation – The staff found outdated materials, including NOOKS, that will be donated or recycled.

Other Business: The Larimer County Health Department is lifting the Mask Mandate on Saturday February 12. The Library will comply and remove the sign in the front of the Library.

Adjournment: Lorna Greene adjourned the Meeting at 9:00 pm

The next Meeting is March 9, 2022

Respectfully Submitted: Melissa Robinson

Berthoud Community Library District
CEO Report
February 2022

Library Operations and Services

Personnel

Several staff members were able to take some time off during the month to go on vacation, attend concerts, and otherwise relax. Since we're fully staffed again, this was done with minimal disruption to our workflow.

Classes/Services

We had a full crowd for our Food for Thoughts breakfast on the 18th. Northern Colorado Water sent representatives to explain how water conservation works in our part of the state and to share details about the new reservoir and dam currently under construction.

We also had 16 people attend our regular Book Club on the 22nd. The group consisted of some regulars and some new attendees, and they discussed *The Midnight Library* by Matt Haig.

Circulation/Collection

Diane noticed when she was weeding the adult fiction section that the books with authors A to C tend to go out a lot more than the books with authors T to Z. We're assuming that people standing at the desk while staff are checking their items out are browsing the shelves in front of them and adding to the pile. To test the theory, we've reversed the shelving location—the books are still alphabetical by the author's last name, but now the A's start in the far shelves nearest the kids' computers. This puts the end of the alphabet in the most browse-able location by the front desk.

Building and Grounds

The library closed for a snow day on Wednesday, February 2. We were able to reopen the building with our normal schedule on Thursday the 3rd.

Technology

RCom was able to fix our catalog computer so that it no longer views our catalog as an unsafe website.

Policies and Procedures

Larimer County lifted the mask mandate for public indoor spaces on February 12. While anyone is still allowed to wear a mask if they choose to do so, staff and public, no one is required to wear a mask while in the library.

We completed and submitted our Annual Report required by state law. Multiple staff members contribute to the information that we entered.

Outreach and Publicity

We served as one of two polling locations for an election to merge two water conservation districts in the county into one district. Since the poll was required to be open from seven a.m. to seven p.m., a couple staff members adjusted their own work hours to accommodate that election. Staff from the Big Thompson and Fort Collins Conservation Districts (soon to be the Larimer Conservation District) were grateful for our assistance.

The governor's office asked public libraries to be Covid test distribution sites. We were not given an option for how many test kits we thought we could distribute; instead, every site was sent 1,800 kits. Since they have an expiration date in late-June, we're letting people have as many as they like so they can be used before they expire.

Financial

Nothing to report.

Strategic Plan

Nothing to report.

Meetings and Workshops

Amie— State Library and CLiC Focus Group regarding staff training needs, February 2; Friends of the Library Annual Meeting, February 2; CAL Futures Interest Group meeting, February 11;

Diane—AMLA Book Buzz, webinar; Amazing Audiobooks, webinar

Jennifer— Friends of the Library Annual Meeting, February 2

Grants and Gifts

Nothing to report.

Respectfully submitted,

Amie Pilla

March 3, 2022

Youth Services

Programs and services

Story times:

Our morning story times have been well attended, averaging 9 participants. The newly featured afternoon story time has only recently been attended.

Summer Learning and Spring Break:

I have performers and performance space lined up for almost all of our summer initiative. New Freedom Outreach Center at 250 Mountain Ave. will be partnering with us by allowing our performers to use the sanctuary each Wednesday at 2 p.m. I will be requesting a donation from the Friends of the Library group to support New Freedom.

Spring Break for Thompson School District is March 14 – 18 and we are going to offer; Fairy Gardens, Build a Reading Buddy, Crafternoon, Kids invade Crafters Corner, and Lunch and Learn at the library.

Committees and groups:

I was able to attend an online Safe Kids meeting and a vendor display of the NICHE academy.

Children's department:

In order to increase efficient use of space, the shelf in the children's area on the West wall has been altered. Two benches with space for board books were purchased and are in the children's area. We expect that the board books will be checked out more now that they are more prominently featured.

Displays

Books for Valentine's Day and love are featured. YA novels about romantic love are on the end cap display.

Berthoud Community Library District
Balance Sheet
As of February 10, 2022

	<u>Feb 10, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Independent Bank Savings	279,672.40
Petty Cash	100.00
10000 · Independent Bank Checking	197,339.23
Total Checking/Savings	<u>477,111.63</u>
Other Current Assets	
Building Fund CD 1014	13,426.30
15150 · Payroll Clearing	-5,738.29
Total Other Current Assets	<u>7,688.01</u>
Total Current Assets	<u>484,799.64</u>
Fixed Assets	
Building	60,000.00
Remodel	156,261.30
Total Fixed Assets	<u>216,261.30</u>
TOTAL ASSETS	<u>701,060.94</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
22000 · Payroll Liabilities	
22100 · CO Income Tax	256.00
22200 · CO Unemployment Tax	13.49
22300 · Federal Taxes (941)	1,635.69
22400 · Federal Unemployment (940)	42.74
Total 22000 · Payroll Liabilities	<u>1,947.92</u>
Total Other Current Liabilities	<u>1,947.92</u>
Total Current Liabilities	<u>1,947.92</u>
Total Liabilities	1,947.92
Equity	
Building Fund Reserve	13,107.90
Literacy Fund Reserve	12,806.56
TABOR Reserve	20,000.00
32000 · *Fund Balance Unreserved	661,515.02
Net Income	-8,316.46
Total Equity	<u>699,113.02</u>
TOTAL LIABILITIES & EQUITY	<u>701,060.94</u>

Berthoud Community Library District
Expenses by Vendor Summary
January 2022

	<u>Jan 22</u>
Aflac	142.56
American Library Association	298.00
Berthoud Chamber	125.00
Berthoud Weekly Surveyor	37.00
BRODART CO.	332.00
Canon Financial Services, Inc.	270.00
Cardmember Services	1,125.67
Center Point Large Print	47.94
Charles Schwab	759.31
Colorado Library Consortium	100.00
Comcast	126.90
Comcast - Busniess	310.66
Demco - supplies	112.51
Diamond Lake Book Co	298.54
EasyTrack Payroll	188.00
Employers Council , Inc.	46.30
Ingram	1,008.51
Mariah Schramm	86.79
MetLife	182.51
Midwest Tape	273.40
OverDrive, Inc.	6,000.00 - <i>Renewal</i>
Petty Cash	71.27
Public Sector Health Care Group	2,194.47
RCOM Computer Services	695.00
Special District Association	781.02
United Waste Systems	25.00
Xcel Energy	1,092.73
TOTAL	<u>16,731.09</u>

Payroll Summary

33937: Berthoud Community Library District

Page 1 of 2

From: 1/1/2022 To: 1/31/2022

Location: All Department: All Position: All



Number of employees paid during the selected period: 8

Pay Type	Hours/Units	Pay Amount
Salary	132.000	5965.38
Regular	546.000	9541.93
Vacation	55.500	964.80
Sick	23.500	402.97
Holiday	128.000	2994.22
	885.000	\$19,869.30

Employee Taxes	Subject Wages	Tax Amount
Social Security	\$19,728.55	\$1,223.16
Federal Income Tax	\$19,728.55	\$1,552.76
Medicare	\$19,728.55	\$286.07
State Withholding - CO	\$19,728.55	\$798.00
		\$3,859.99

Deduction	Deduction Amount
AflacAccTaxable	\$5.52
AFLAC STD Post-Tax	\$61.20
Dental/Vision	\$64.91
Aflac Cancer Pre-tax	\$43.20
AflacAccPre-tax	\$32.64
	\$207.47

Employer Taxes	Subject Wages	Tax Amount
Employer Social Security Tax	\$19,728.55	\$1,223.16
ER_FUTA - FED	\$19,540.99	\$117.27
Employer Medicare Tax	\$19,728.55	\$286.07
ER_SUTA - CO	\$19,728.55	\$39.45
		\$1,665.95

Employee Benefit	Benefit Amount
	\$0.00

Payroll Summary (Continued)

33937: Berthoud Community Library District

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From: 1/1/2022 To: 1/31/2022

Location: All Department: All Position: All



Payroll Totals = \$21,535.25	Gross = \$19,869.30	Benefits = \$0.00	Deductions = \$207.47	Total Net = \$15,801.84
Total Taxes = \$5,525.94	941 Taxes = 4571.22	EE Taxes = \$3,859.99	ER Taxes = \$1,665.95	Chk = \$0.00 DD = 15801.84

Berthoud Community Library District Staff Information – Wellness Hours Pilot 2022/2023 (DRAFT)

Who is eligible for Wellness Hours?

All full or part-time staff members working 10 or more regularly scheduled weekly hours are eligible for wellness hours.

Is there a list of approved activities for which Wellness Hours can be used?

No. Wellness hours may be used for activities supporting the prevention, treatment and/or promotion of your emotional/mental, financial, environmental, intellectual, social, occupational, physical and spiritual well-being and, as such, we cannot provide a full list.

Some examples include, but are not limited to:

- Wellness events (e.g., 5K)
- Care Circles
- Affinity Group Meetings
- Online or in-person learning (e.g., finance, mental health)
- Preventative visits
- Meditation
- Fitness sessions

Is documentation required to utilize Wellness Hours?

No. Documentation is not required. However, the expectation is that you will utilize this program for its intended purpose.

Are there increments in which Wellness Hours can be used?

Yes, the minimum amount of time you can request is one ½ hour. Maximum cannot exceed 4 hours per quarter.

Will unused Wellness Hours roll over to the next quarter?

No. To encourage you in habits of regular care, we are providing these hours by quarter. The hours will not roll over to the next quarter.

Can I use Wellness Hours if I need to call off work on the same day?

No. Wellness Hours are intended to be utilized for health-promotion activities which should be scheduled ahead of time. These hours count towards your weekly scheduled hours, meaning they cannot be used for overtime.

Is there a designated accrual bank for Wellness Hours?

Yes, the Office Director will track how many Wellness Hours staff members have accrued and used.

Can Wellness Hours be used for dependents?

No, Wellness Hours are provided for staff-focused wellness needs.

Will Wellness Hours be paid out at the end of employment?

No, these hours are not eligible for payout.

How far in advance do I need to request use of my Wellness Hours?

Request Wellness Hours through your supervisor just as you would other time off such as vacation leave.

How many Wellness Hours do staff accrue each quarter? Is it different for 20h, 30h, and 40h staff?

No, all eligible staff will accrue 4.0 Wellness Hours per quarter, regardless of FTE status.

This sounds like the definition of vacation or sick leave hours. How are these different?

Wellness Hours are a quarterly benefit that accrue and are to be used for a specific purpose, whereas vacation time can be used for any reason and sick leave can be used for illness or medical appointments. In addition to this, Wellness Hours are a BCLD pilot program and may not become permanent.

If I am injured while participating in Wellness Hours, will I be covered by Workers Compensation?

No, the Wellness Hours program is a voluntary program, and self-care activities taken outside of BCLD property will not be covered by Workers Compensation. Staff will need to follow up with their medical plan's healthcare provider if an injury occurs.

Do I need to tell my supervisor what I'm doing during my Wellness Hours?

You do not to give details, but staff must specify which dimension of wellness they are targeting when requesting use of Wellness Hours. This data will be looked at to help the supervisor approve the time off request and better provide offerings for staff.

Can these hours be combined with sick or vacation time?

No, the Wellness Hours benefit's intention of self-care needs to be honored and cannot be added to extend planned or emergent time off.

Is there tracking or penalty if folks don't use these hours?

No penalty will occur due to non-usage of the Wellness Hours. However, we will access data and feedback to ensure this program is working, to make self-care a cultural reality and to help decide to continue the Wellness Hours benefit beyond the pilot program.

At what point will these hours start accruing?

April 1st, 2022. This is a BCLD pilot program and will run April 1, 2022, through April 1, 2023.

Do I have to use Wellness Hours for my scheduled doctor or therapist appointments? Or can I continue to use my sick leave?

Usage of Wellness Hours is at an employee's discretion. You are not mandated to use them and can use them for any wellness related purpose; i.e., if you want to use your Wellness Hours for healthy meal planning, meditation and fitness training you can still utilize your sick leave for scheduled appointments.

Can I attend wellness opportunities on unpaid time?

Yes, of course! The Wellness Hours program is intended to give you space for wellness during your regular (paid) work time, but we hope you're finding ways to incorporate wellness into all aspects of your life.

Draft: March 1, 2022

Security Camera Recommendations

All-new Ring Floodlight Cam Wired Plus with motion-activated 1080p HD video, White (2021 release)

\$170.99

Note: This camera would be mounted above the rear back door

Ring Spotlight Cam Battery HD Security Camera with Built Two-Way Talk and a Siren Alarm, White, Works with Alexa

\$189.99

Note: This camera would be mounted above the front door.

Ring Indoor Cam, Compact Plug-In HD security camera with two-way talk, Works with Alexa - White

\$56.99 x 4

Note: This camera would be mounted inside rear and front doors, one in the youth department and one in the adult department

Ring Solar Panel White - Compatible with Ring Spotlight Cam Battery and Stick Up Cam Battery

\$47.49

Note: This would be used to charge the front door exterior camera

Total Equipment Costs: \$636.43

Installation: Installation would cost about \$399.99

Project total: approximately \$1,036.42

Total request: up to \$1,300

Affidavit—Read each statement carefully before signing.

I certify that all information I have provided in this volunteer application is true and complete. I understand that any false information or omission may disqualify me from further consideration for volunteering and may result in my dismissal if discovered at a later date.

I authorize the investigation of any and all statements contained in this application and also authorize any person, school, employer (except as previously noted), past employers and organizations named in this application to provide relevant information and opinions that may be useful. I release such persons and organization from any legal liability in making such statements.

I understand I may be required to successfully pass a background check. I hereby consent to a background check as a condition of volunteering. My social security number for the background check:

I agree to abide by Colorado Library Law as it relates to patron privacy.

Date: _____ Signature: _____

Thank you for expressing an interest in our library. We will let you know if our needs meet your interest.

For Library Staff: _____ Background Check _____ Volunteer Agreement

Library Volunteer Agreement (DRAFT)

I. Berthoud Community Library District

We, the Berthoud Community Library District (BCLD), agree to accept your volunteer services and we commit to the following:

1. To provide adequate information, training, and assistance for the volunteer to be able to meet the responsibilities of their position.
2. To be willing to discuss any problem or suggestion you might have regarding your assignment or any other aspect of the library or volunteer program.
3. To respect the skills, dignity and individual needs of the volunteer, and to do our best to adjust to these individual requirements.
4. To keep accurate records of your volunteer service.

II. Volunteer

I agree to serve as a volunteer for BCLD and commit to the following:

1. To volunteer during the hours I have scheduled, be prompt and reliable, and to notify my supervisor if I am unable to volunteer.
2. To be courteous to staff and library users at all times.
3. Respect the privacy of staff and library users by never discussing them or their library usage with others.
4. To acknowledge BCLD's right to dismiss any volunteer for poor performance, excessive absenteeism, misconduct, or for lack of suitable work available.
5. To abide by all Library policies, and all local, state, and federal laws and regulations.

My signature confirms that I understand that as a volunteer I am not entitled to compensation for the work that I perform and am not entitled to worker's compensation or group benefits in the event of injury. I further agree to hold BCLD and any and all employees free of liability for any injury or loss that might occur during my service as a volunteer. I affirm that I have received the Volunteer Handbook.

BCLD reserves the right to an evaluation sometime after placement and the right to terminate services should responsibilities not be fulfilled satisfactorily.

Name of Volunteer

Signature of Volunteer

Date

Signature of Volunteer Coordinator

Date