

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, February 9, 2022
7:00 P.M.
Zoom Virtual Meeting during Covid-19 Pandemic

AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Participation
- IV. Approval of Board Meeting Minutes of January 12, 2022
- V. Reports
 - CEO's report
 - Youth Services report
 - Statistics
- VI. Strategic Plan
- VII. Old Business
 - Board Vacancy
 - Staff 2022 Projects
 - Possible Line-Item Reallocations
 - Board Self-Evaluation and CEO Evaluation Logistics
- VIII. New Business
 - Technology Recycling or Donation
 - Other business
- IX. Adjournment

Next Meeting: March 9, 2022

Zoom Meeting ID: 873 2728 7785
Zoom Meeting Password: **223905**

AGENDA
REGULAR BOARD OF TRUSTEES MEETING
HYBRID MEETING
JANUARY 12, 2022

Call to Order: Lorna Greene called the meeting to order at 7:00pm

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

Public: Brett Noyes and Silvia Kraft

Approval of Board Minutes: Motion 0122-01 to approve December 1, 2021 Budget Meeting made, seconded and carried

Motion -0122-02 to approve minutes of December 1, 2021 Regular Board Meeting, made, seconded and carried

Reports:

Amie presented the CEO Report

Christie Hedrick presented the Youth Services report and statistics.

Amie presented the Statistical Reports for November and December 2021

Financial Report: -Motion 0122-03 made seconded and carried

To accept financials for November 2021 made, seconded and carried

Motion 0122-4 to accept Financials for December 2021 made, seconded and carried

Board Training: A report of what the Board is responsible for will be distributed to all Trustees.

Evaluations: Amie will send the Board self- evaluation to all the trustees
She will also send the CEO Evaluations for Board Members to review and make suggestions.

Strategic Plan: Amie will send the Board a list of four questions about the Library to be filled out and returned to her by the February Meeting.

Policy Reviews:

We will all review the 2022 by laws

Public Participation – Bob Latchaw

Public ? - Karen Anderson

Public Records: Julie Oelman

Privacy

Other Policy Reviews will be presented throughout the year.

Board Vacancies: Karen and Melissa will interview the three candidates Via ZOOM next week.

Board Officers:

President – Lorna Greene
Vice President: Julie Oelman
Secretary: Melissa Robinson

Building Plans:

Amie gathered a list from both professionals and residents as to why they thought the Ballet didn't pass and the Board discussed the lessons learned from those. We had some discussion on how we need to communicate some of the issues to the public.

Amie presented a list of possible scenarios for the coming year and forward. After much discussion there was a consensus at this time that the Library should stay where it is for now and improvements for staff and others be considered. The consensus was that we might need to look for another location and the town may not be able to hold the location we requested for an indefinite period of time.

New Business:

Staff 2022 Projects: Maximize the space and look at the efficient use of time. Some employees might share space.

Other Business:

It is clear that the financials cannot be ready on time for the meeting. The Board discussed several possibilities: moving the meeting to the third Tuesday or viewing the financials a month later. The Board decided to keep the meeting where it is and view the financials a month later.

Child Abuse Training – 2 ½ hour ZOOM training. Amie, Lorna, Kathy, and Karen said they are interested

Covid Update: No new guidelines at this time.

Security Concerns: Interior cameras are probably too costly. Other options will be looked into.

Lorna adjourned the meeting at 8:46 pm

Respectfully submitted: Melissa Robinson

Berthoud Community Library District

CEO Report

January 2022

Library Operations and Services

Personnel

After a break for the holidays, our monthly one-on-one meetings between myself and each staff member resumed. Since we never have all of our staff members in the building at the same time, the meetings are a good chance for me to ensure that everyone has received the same updates.

For the first time in nearly two years, we do not have any staff members unavailable to come into the building due to their own or a family member's health. While we cannot pretend we're past the pandemic, we are currently fully staffed.

Classes/Services

Food for Thoughts met this month to discuss habits, new year's resolutions, and what people are looking forward to in 2022. Both the breakfast and dinner discussions were well-attended.

Book Club met with a full group the afternoon of the 18th and a slightly smaller group in the evening to discuss Bryan Stephenson's book *Just Mercy*. The book club members vote for which books they'll discuss, and this was one of the nonfiction titles they chose this season.

Circulation/Collection

Diane completed her weeding of the adult fiction section. Anything that had not been checked out since 2018 was weeded to create space for incoming titles. She also weeded adult audiobooks, which had not been weeded in several years due to the pandemic. Each section now has a little bit of shelf space available, which typically means we'll see an uptick in checkouts for those two sections. Shelves that are between two-thirds and three-quarters full are ideal for browsing.

Building and Grounds

McCrary and Sons Landscaping continues to do an excellent job of snow removal for us. As a reminder, they come anytime there is more than two inches of accumulation. For very small snowfall amounts, we either wait for it to melt or a staff member will shovel.

Technology

Bella and Jennifer completed a technology inventory of all the devices the library owns. Many of the tech items we had been storing are obsolete, and we're working with RCom to determine how to go about wiping library information off the devices and recycling them.

Policies and Procedures

After the first training session offered by the State Library about the changes to state law regarding mandatory reporting of possible child abuse, the State Library opted to postpone the remaining training

sessions until they are certain that the information directly pertains to public libraries. Kathy did attend the first session that was offered, but I will have to wait until the rest are rescheduled.

Outreach and Publicity

The Governor's office contacted public libraries early in the month to ask if we were interested in distributing some masks to our communities. We did not know that the state was going to extensively publicize libraries as pickup spots. We originally requested 500 masks to distribute and ran out in 4 hours. We placed another order for additional masks, and easily two-thirds of all our phone calls after January 19 were regarding masks distribution.

Financial

Jennifer prepped our 2021 financial information to give to our accountants so they can prepare our annual exempt-from-audit application.

Strategic Plan

Staff and board members are working through a series of questions designed to sharpen our focus for the coming years. Staff are also looking at any materials or services that may need to be eliminated in order for us to focus on the things we can do best.

Meetings and Workshops

Amie— Colorado Public Library Directors meeting, January 4; Chamber of Commerce meeting, January 5; Meeting with Town Trustee Hindman, January 12; Meeting with Rick from RCom regarding security camera options, January 13; CAL Futures Interest Group meeting, January 14

Bella— Mindful Marketing, online course

Diane—Library Signage, webinar; New Year New Books, webinar

Jennifer— Friends of the Library meeting, January 18

Grants and Gifts

Nothing to report.

Respectfully submitted,

Amie Pilla

February 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, Booked for Lunch, 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.

Niche Academy:

\$1400/ yr subscription based on service population.

Provides tutorials for how to use library tools so patrons don't have to click away from the library page.

Stats are available to see how many people are clicking on each tutorial and how long people are spending on library website.

Track staff and volunteer training.

Creating pathways (linked tutorials) to create training units / blocks for each.

Tutorials are customizable and you can create your own to add.

**Berthoud Community Library
Statistics January 2022**

Statistics	2021 Jan	2022 Jan	% Change	YTD 2021	YTD 2022	% Change
Circulation						
Circulation	3296	3472	5%	3296	3472	5%
Reference Questions	0			30316	0	-100%
Program attendance	28	95	239%	28	95	239%
People counter	1723	2628	53%	1723	2628	53%
3M Ebooks	265	202	-24%	265	202	-24%
Interlibrary Loans						
Number of items borrowed	1	11	1000%	1	11	1000%
Number of items loaned	0	0	#DIV/0!	0	0	#DIV/0!
AspenCat						
Borrowed	443	551	24%	443	551	24%
Loaned	273	307	12%	273	307	12%
Registered Patrons						
New cards	23	64	178%	23	64	178%
Total number of card holde	8320	8990	8%	8320	8990	8%
Residents	6893	7466	8%	6893	7466	8%
Non- Residents	1427	1524	7%	1427	1524	7%
Collection						
Materials added	152	134	-12%	152	134	-12%
Materials withdrawn	50	552	1004%	50	552	1004%
Total materials owned	23715	24525	3%	22448	24525	9%
Technology						
Computer use	176	174	-1%	176	174	-1%
Web usage	2218	3295	49%	2218	3295	49%
Tech Coaching Sessions	84	90	7%	84	90	7%
Volunteer Hours Worked	0	0	#DIV/0!	0	0	#DIV/0!
OverDrive	0	130		0	130	