

AGENDA
Eaton Public Library Board of Trustees
March 4, 2020
5:30 pm

1. Call to Order
2. Approval of the agenda
3. Report of the President
4. Report of the Friends of the Library
5. Director's Update
6. Approval of the Consent Agenda (Members can request any items be removed from Consent)
 - a. Meeting Minutes of February 5, 2020
 - b. Director's Report
 - c. Financial Report
 - d. Invoices
7. Items removed from the Consent Agenda
8. Old Business
 - a. Update - Board Indemnification Insurance and Employee Handbook (Jeff)
 - b. Committee Updates
 - i. EPL Committee Report Form (attached)
 - c. IGA Updates (Shelley, Dave, Brenda)
9. New Business:
 - a. Acquisition of Property (Dave)
 - b. Board Self-Assessment Form
 - c. Board Election Process
10. Action Steps
11. Board Comments
12. Adjourn

Next Meeting: April 1, 2020 at 5:30 pm

Eaton Public Library Board of Trustees
February 5, 2020
Meeting Minutes

Present:

John Isbell - President
Julie Finn - Vice President
Maureen St.Peter - Secretary
Nomie Ketterling - Trustee
Dave Sloan - Trustee
Shelley McLatchie - Trustee
Marlene Richter - Trustee

Staff Brenda Carns, Library Director

Guest : Mary Vance, President, Friends of the Eaton Public Library
Jerry Lewis - Consultant - "Keynotes" Leadership & Consulting

1. Call to Order Declaration of quorum. President Isbell called the meeting to order at 5:30 p.m., February 5th, 2020 and declared a quorum.
 2. Approval of the agenda - Vice President Finn made the motion and Trustee Richter seconded.
 3. Report of the President: Meeting at Carbon Valley to review IGA, Monday 24th at 5:30.
Space Planning - toured libraries Saturday, February 1st with Paul and Beth from Wember. Were able to see different layouts of libraries and gather ideas on space planning for Eaton Library.
 4. Mary Vance - Friends of the Library - see attached report.
Vice President Finn sincerely apologized to Mary and The Friends of the Library for not extending an invitation to the Eaton Library Board Christmas Dinner.
 5. Directors report - Over the last month circulation has increased and visits are down. Judy has been out sick this may have been a contributing factor. Computer use and Overdrive use increased. Outreach count only includes the number of people who you interact with not the total number of people who attended.
 6. Approval of the Consent agenda. Vice President Finn made the motion and Trustee St.Peter seconded. Motion passed, no opposition.
 7. Old Business
 - a. Strategic Plan Committee - not met yet
 - b. Employee Council - Brenda has completed 2 job descriptions and is working on 2 others. Would like to set goal to have job descriptions complete by mid March. Jeff Schreier, Town administrator, to come to March Board Meeting to discuss insurance liability and the coverage with the Board of Trustees.
 - c. Schedule next Planning Meeting - August 1st or August 22nd (preferred) 8-12:00.
 - d. Planning Committee - Saturday, February 1st visited 4 libraries looking at teen areas, collections, programs. March 7 Paul to discuss likes/dislikes and draft layout.
 - e. Community Outreach - Easter Egg committed meeting April 4th.
Hometown Revitalization Committee- house painting/ clean up April 18th
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8, Survey Results - continue to receive surveys.

9. Jerry Lewis - Consultant Discussion - what is the Board looking for? Communications, structure. What do we need? What kind of timeline? Starting point? Team building. Discussed with Jerry some areas in which he could help both the staff and board with communication structure. Contract presented for costs.

Meeting adjourned Trustee Ketterling made motion to adjourn at 7:31p.m. Trustee Richter seconded. Motion passed no opposition.

Next Board Meeting: Wednesday, March 4, 2020 at 5:30 p.m.

Respectfully submitted,

Maureen St.Peter, Secretary

Executive Session - to discuss Consultant Jerry Lewis plan and fee's.

**Report to the Library Board
Brenda Carns, Library Director
March Report**

In addition to my regular administrative tasks, the majority of my work time has been spent on developing the job descriptions and evaluations for every position and vetting them with the experts we are using to make sure they are legal and appropriate. I took most of the week off after President's Day so I have a lot of catching up with administrative work and emails.

Board Action Steps

- I finished job description and evaluation templates for all the library positions.
 - An HR professional at Employer's Council reviewed and approved the drafts.
 - They will be distributed to employees on Friday and we will meet individually to review them on Monday.
 - Following EC guidance, I will do check in evaluations on May 18th and 19th and annual employee evaluations on August 10th & 11th in advance of setting the 2021 Budget for raises. I reviewed the documents and the process with Jerry Lewis.
- Jeff is attending our March 4 Board meeting to update the Board on the Town's progress with revising the Employee Handbook and about Board insurance coverage.
- The town is still working on getting us AED's and training plus CPR training.

Personnel

- Ana continues to assist me with routine clerical tasks.
- Staff enjoyed a one hour crucial training from Tony Brewer on patron privacy.
- Staff appreciated the 3 hour training for managing change provided by Jerry Lewis. The next step is to provide a customer service training from Jerry. Staff also requested a communications workshop from Jerry; he is putting together a proposal for me.
- I reviewed recommendations from the CDC and Employer's Council on how to deal with a possible Corona Virus outbreak which I shared with the employees.

Programs

- Judy is considering alternatives to PJ Night due to low attendance but she is fully exploring reasons behind low attendance before changing
- Preschool children had an author visit by Rachael Solgado, who wrote, "Falling Rock, a High Plains Native legend.
- Neal reports that the Sizzix die cutting machine is being readied for public use. He is writing instructions and guidelines to be completed before they are put into general use.
- Attendance is growing at Neal's poetry program.
- Neal did classroom visits for Kindergarten, 1, 2 and 3 grade classes in February and is planning a Bitsbox coding session for 3rd graders in Galeton, by special request of the teacher.
- Sam explored alternate marketing and outreach strategies this month. She is placing her flyers at local churches and the police department.
- Staff at the Greeley Tribune encouraged Sam to submit press releases.

- Adult and teen programs are receiving steady attendance and the Sex Trafficking program elicited a good community response.
- The DIY laundry soap program was popular and Liese Lemay who taught soap making donated all the supplies.
- Katie's ESL classes and Spanish Language storytimes have continued to grow.
- The Friday Fiesta on January 31st was a great success with around 57 people attending.
- Katie brought her ESL class to the library for a special program that introduced the kids to our programs, collections and services.

Facility

- Roger has repaired some furniture, painted chipped walls and discarded unneeded props from former escape rooms.
- We are waiting for special ceiling tiles which are on order, to begin the ceiling tile replacement project.
- We purchased a room air filtering system for the workroom to deal with excessive cooking smells now that we have increased the number of staff in the facility at lunchtime.
- Betsy ordered hand sanitizing dispensers for the library entrance and children's rooms to help with our efforts to sanitize our library experience
- Roger and I laid out a plan to put in the steppingstone path when the weather thaws the ground, probably in April.
- Roger is working with the town to determine the best way to improve the lawn. He doesn't want to over-fertilize.
- Roger has begun the spring cleanup of the bushes and lawns.

Technology

- The district is replacing Neal's outdated laptop and providing an additional one for our staff on Thursday.
- The replacement laptops for the public have been ordered by HPLD. There is some discussion about what software they will maintain on them but we are working out the details.
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Networking and Collaboration

- Neal finished setting up 8 community partners who are donating prizes for each summer reading participant and progress on the reading log is nearing completion.
- Neal arranged that our summer reading registration form will be distributed to each of the Recreation Center's summer campers.
- The IGA meeting was cordial and it appears that all parties that attended were willing to accept the format and the content proposed in recent drafts of the document. HPLD is altering the document to reflect the discussion.

Library Fund

Revenue & Expense

	Month Ending 1/31/2020	YTD 1/31/2020	Budget Full Year	Percentage Used	Budget Variance
REVENUES:					
Property Taxes	0.00	0.00	1,376,561.00	0.0 %	(1,376,561.00)
Fines & Miscellaneous	287.23	287.23	3,000.00	9.6 %	(2,712.77)
TOTAL REVENUES:	287.23	287.23	1,379,561.00	0.0 %	(1,379,273.77)
EXPENDITURES:					
Head Librarian	6,268.80	6,268.80	75,237.00	8.3 %	68,968.20
Assistant Librarians	21,557.44	21,557.44	342,002.00	6.3 %	320,444.56
Employee Benefits	4,419.07	4,419.07	82,110.00	5.4 %	77,690.93
Operating Supplies	524.62	524.62	17,000.00	3.1 %	16,475.38
Public Relations	842.61	842.61	10,000.00	8.4 %	9,157.39
Postage	0.00	0.00	500.00	0.0 %	500.00
Communications	305.87	305.87	4,500.00	6.8 %	4,194.13
Mileage Reimbursements	0.00	0.00	2,600.00	0.0 %	2,600.00
Training	320.11	320.11	10,000.00	3.2 %	9,679.89
Insurance	21,055.00	21,055.00	22,000.00	95.7 %	945.00
Contract Services	2,679.01	2,679.01	36,000.00	7.4 %	33,320.99
Utilities	1,152.62	1,152.62	20,500.00	5.6 %	19,347.38
Repairs & Maintenance	233.66	233.66	20,000.00	1.2 %	19,766.34
Media	206.77	206.77	25,000.00	0.8 %	24,793.23
Print	2,056.92	2,056.92	32,000.00	6.4 %	29,943.08
Periodicals	55.00	55.00	3,500.00	1.6 %	3,445.00
Library Programs	1,960.16	1,960.16	30,000.00	6.5 %	28,039.84
Equipment Acquisition	0.00	0.00	20,000.00	0.0 %	20,000.00
Capital Projects	0.00	0.00	100,000.00	0.0 %	100,000.00
TOTAL EXPENDITURES	63,637.66	63,637.66	852,949.00	7.5 %	789,311.34
NET SURPLUS/(DEFICIT)	(63,350.43)	(63,350.43)	526,612.00	(12.0)%	(589,962.43)

1/4/2020	Facebook boost		\$2.73	7216
1/7/2020	Coloradoan subscription		\$55.00	8530
1/8/2020	Amazon-fans, canvases for crafts		\$33.87	8600
1/8/2020	Staples-creamer, paper, cups, tp		\$201.75	7215
1/9/2020	Amazon-Screen divider partition		\$64.99	7215
1/9/2020	Amazon-cups, light bulbs		\$40.98	7215
1/9/2020	Coffee House -staff giftcards		\$90.00	7240
1/9/2020	Coffee House -pastries for staff		\$17.58	7240
1/10/2020	Staples-file folders,3 toners,file boxes		\$872.23	7215
1/13/2020	American Button Machine for Maker's cart		\$714.85	8520
1/15/2020	USPS-stamps		\$55.00	7217
1/16/2020	Amazon-cardstock		\$35.94	7215
1/16/2020	Amazon-book		\$10.87	8510
1/16/2020	Amazon-book		\$8.99	8510
1/17/2020	Amazon-books		\$20.74	8510
1/17/2020	Staples-tape, flip chart, pens, notepad, expanding file		\$128.69	7215
1/17/2020	Staples-easel		\$185.23	7215
1/18/2020	Coffeehouse-board breakfast		\$49.56	7240
1/18/2020	Dragon Inn-board lunch		\$63.15	7240
1/19/2020	Amazon-books		\$57.97	8510
1/20/2020	Amazon-paper towels		\$36.91	7215
1/21/2020	Amazon-highspeed cable		\$15.48	7215
1/21/2020	Walmart-boombox for programs, thumbdrives,pencils		\$99.22	7215
1/22/2020	Facebook boost		\$35.00	7216
1/22/2020	Staples-trash bags, book tape		\$151.80	6215
1/23/2020	Kingscoopers-refreshments teen paint n sip		\$8.40	8600
1/25/2020	Staples-highlighters,kleenex, sticky notes, card file		\$156.76	7215
1/28/2020	Amazon-windex		\$12.78	7215
1/28/2020	Staples-binder clips, paper clips, paper		\$38.92	7215
1/29/2020	Amazon-plates, mailbox		\$22.18	7215
1/31/2020	Las Americas-pastry for fiesta		\$29.08	8600
2/1/2020	Arepas House-lunch for Brenda for library tours		\$18.79	7240
2/1/2020	Amazon-Maker's cart supplies		\$308.85	8520
Total			\$3,692.86	

EPL committee report form

Committee: _____ Meeting Date(s): _____

Members Attending:

Type of Committee Report:

- Reporting/updating
- Recommending Board action
- Recommending policy change(s)

Brief statement of committee issue / area reporting:

Brief background information and possible impact of issue / area (examples – Why is it an issue? Will funding, staff utilization, services and / or facility changes be necessary?):

Recommendation for Board action, if any (state in the form of motion(s) to be acted upon by the full board):

Please keep the report to one page. Please return this committee report to the executive director at least ten days prior to the Board meeting.

Questions? Contact committee chair: _____

Phone: _____

Email: _____

Submit via email to bcarns@highplains.us

Board of Directors' Self-Assessment

This simple tool is designed to help the board identify areas for attention to its own development. Please circle the number that best reflects your opinion for each item

5 – strongly agree 4 – agree 3 – neutral 2 – disagree 1 – strongly disagree

1. We have a good, written mission statement that is understood and followed.	5	4	3	2	1
2. The Size of and diversity within our board is good for our organization at this time.	5	4	3	2	1
3. We do a good job evaluating and re-electing board members who should continue serving.	5	4	3	2	1
4. We do a good job in nominating, electing and orienting new board members.	5	4	3	2	1
5. Board members are given good and appropriate background materials for meetings.	5	4	3	2	1
6. Board Meeting Agendas are full of worthwhile items for discussion and focus on policy issues that are appropriate for the board to discuss.	5	4	3	2	1
7. Committees are well organized and contribute to the effectiveness of the board.	5	4	3	2	1
8. The overall quality of current board members is the quality the organization needs and deserves	5	4	3	2	1
9. The board and chief executive are clear on their respective roles, as well as the role of the other staff.	5	4	3	2	1
10. The board does a good job in setting the chief executive's performance objectives related to results/outcomes.	5	4	3	2	1
11. The board does a performance review of the chief executive each year.	5	4	3	2	1
12. The chief executive is doing well in fulfilling the board's expectations.	5	4	3	2	1
13. The board contributes what it should to the fund raising and marketing efforts of the organization.	5	4	3	2	1
14. The board leadership is planned for and effective.	5	4	3	2	1
15. The board has ownership in a good strategic plan to guide the organization for the next five years.	5	4	3	2	1
16. The chairman of the board is exercising appropriate authority and leadership.	5	4	3	2	1
17. The board is knowledgeable about the organization's current programs and services.	5	4	3	2	1
18. The board thoroughly discusses the annual operating budget of the organization prior to arrival.	5	4	3	2	1
19. The board receives financial reports on a regular basis that are understandable, accurate and timely.	5	4	3	2	1
20. The board has an adequate amount of liability insurance, as well as risk reduction/ control policies and procedures in place.	5	4	3	2	1

What do you think is the most critical concern of the board at this time?

Time commitment:

On average, how much time are you giving to the organization? _____ Hours / Months

For you, is this amount of time about right / too much / not enough? _____

How much time are you willing to give? _____ Hours / Months

Fund Raising Commitment:

How much have you committed to give and/or raise for this organization this year?

Personal Contribution - \$_____ To solicit from friends, business contacts, etc. - \$_____

Assistance with special events, advertising, etc. - \$_____