

**AGENDA**  
**Eaton Public Library Board of Trustees**  
**February 3, 2021**  
**5:30 pm**  
**Via Zoom\***

1. Call to Order
2. Approval of the Agenda
3. Public Comments
4. President's Report
5. Friends of the Library Report (not attached)
6. Director's Update
7. Approval of the Consent Agenda
  - a. Minutes of January 6, 2021
  - b. Director's report dated February 2021
  - c. Financial Report February 2021
  - d. Invoice Summary January 2021
8. Items removed from the Consent Agenda
9. Committee Reports
  - a. Strategic Plan
  - b. Events
  - c. Space Plan
  - d. Policy
  - e. Bylaws (attachment)
  - f. Financial/Budget
  - g. Art Task Force
10. Old Business
  - a. Land Acquisition – Dave
  - b. Town Handbook/Library Handbook– Nomie/Brenda (no attachment)
  - c. Board Book-Shelley
  - d. United for Libraries - Shelley
  - e. Evaluation of the Director (attachment)
  - f. Review of Action Steps
11. New Business
12. Action Steps
13. Board Comments
14. Adjourn

Next Meeting: March 3, 2021 at 5:30 pm

\*Zoom Invitation on page 2

Topic: Eaton Public Library Board Zoom Meeting

Time: Wednesday, February 3 at 5:30 pm

To Join Zoom Meeting:

<https://us02web.zoom.us/j/86470935016?pwd=TTZLUitTVVVFVWmt4M3htNlFSK0ZXdz09>

Meeting ID: 864 7093 5016

Passcode: 028245

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EPL Library Board Meeting Notes  
January 6, 2021 via Zoom

EPL Board Present:

Julie Finn – President

John Isbell – Vice President

Shelley McLatchie – Secretary

Nomie Ketterling – Board Trustee

Maureen St. Peter – Board Trustee (arrived 5:44)

Michael Yancey – Board Trustee (arrived 5:38)

Dave Sloan – Board Trustee

Others Present:

Brenda Carns – Library Director

1. Call to Order – Meeting called to order 5:38 p.m. by President Finn
2. Approval of Agenda – President Finn asked for any new business to be added, the board indicated, no new business to be added. Trustee Yancey made motion to approve the agenda. Trustee Sloan second, all approved, motion carried.
3. Public Comments – no members of the public were in attendance for comment.
4. Report of the President –
  - a. President Finn asked all board members to check their Eaton emails weekly.
  - b. President Finn visited the library this past week and even though the library is still closed due to COVID, we are still servicing our patrons with curbside service for book holds, book returns and craft kits. President Finn anticipates the library to open within the next few weeks, however is still monitoring guidelines from the CDC, HPLD and the Town.
  - c. President Finn read a thank you card from America Zamora, a substitute library to help during staff shortage and appreciated her time to respond.
5. Friends of the Library Report – Trustee Sloan indicated the Friends have not had a meeting while the library has been closed. President Finn asked if the Friends could meet at another location, Trustee Sloan will speak with Mary Vance, Secretary McLatchie asked if the Friends Report could be included with our monthly board packet, Trustee Sloan will speak with Mary Vance.
6. Director's Update – Director Carns attached her full report to the meeting agenda, however highlighted the following information:
  - a. Director Carns and Trustee Ketterling have been working on finalizing the final library specific employee handbook. Director Carns will send the final version to the board for approval, then to the Town attorney and the Town Administer then distributed to the employees. Board approval at the February meeting.
  - b. Director Carns noted a specific statistic graphic was November was the programming numbers, and a high number for video views as well as craft kits.
  - c. Director Carns continues to work with facility maintenance issues, specifically roof leaks, basement flooding and lighting issues. Director Carns has been in communication with the Town and our insurance adjustor to the facility issues.
  - d. Trustee Ketterling inquired as a follow up to staff evaluation and salary increases. Director Carns indicated this has been completed and is working with the Town to implement. This item is also address in 11a of the agenda.

- c. Secretary McLatchie indicated Director Cams had replied to her director report questions via email and no other questions remain at this time.
7. Approval of the Consent Agenda – Trustee Sloan would like to remove the invoice summary from the consent agenda. Trustee Ketterling made motion to approve the agenda with removal of the invoice summary. Trustee Yancey second, all approved, motion carried.
8. Items Removed from the Consent Agenda – Trustee Sloan inquired about the \$3,700 charge for AP Restoration – and indicated the method of charge and reimbursement is not a good accounting method. Director Cams indicated the cost will be offset with the insurance payment.
9. Committee Reports
  - a. Strategic Plan – President Finn indicated the Strategic Plan committee would meet January 13, 2021.
  - b. Events – Secretary McLatchie indicated the Events committee would meet February 9, 2021. Secretary McLatchie asked if a staff member could attend as well as not to duplicate event efforts. Director Cams will participate.
  - c. Space Plan – Secretary McLatchie indicated the final furniture and fabric meeting will be January 7, 2021 via Zoom with Wember & Assoc. At this meeting Wember will also be providing a general contractor, subcontractor and manufacturer list for bid invitations to be sent out January 18, 2021. All board members are welcome to attend this Zoom meeting.
  - d. Policy – VP Isbell indicated the Policy committee would be January 27, 2021 and report back in February.
  - e. Bylaws – President Finn indicated the revisions to the Bylaws have been completed and sent to the Town attorney for review. Director Cams will send the final version to the board for review and vote at the February meeting.
  - f. Financial/Budget – Trustee Ketterling indicated the budget is good. Staffing is under budget due to staff shortage, however Director Cams is working on making staff offers in the next week.
  - g. Art Task Force – Trustee Ketterling indicated forming the Art Task Force is slowly progressing and indicated she would reach out to the Friends, Mary Vance, to ask the Friends to join the task force. Trustee St. Peters also indicated she would join the task force.
10. Old Business
  - a. Land Acquisition – Trustee Sloan indicated no update at this time.
  - b. Town Handbook – This item covered in the Director’s Report.
  - c. Board Book – Secretary McLatchie and Trustee Yancey to meet later in January to review One Note set up to have the Board Book on-line with our emails.
  - d. United for Libraries Resource – January Topic – Effective Meetings. Secretary McLatchie emailed out the information from United for Libraries on Effective Meetings and reviewed some of the highlights. Secretary McLatchie commended the board for following the guidelines of the United for Libraries for effective meetings. Director Cams had sent an email to the board as well regarding a Pilot Program from United for Libraries to assist boards with other various resources. Trustee Ketterling, Secretary McLatchie, Trustee St. Peter and President Finn asked to be registered for the pilot program. Director Cams also indicated the State is offering board trustee training.

Secretary McLatchie asked if this was different from the Cal Conference. Director Carns indicated she will inquire and report back to the board if anyone would like to participate.

- e. Director Evaluation – President Finn asked for follow up to requests from the board of holding evaluations on a quarterly basis with a shortened version of the final evaluation. After polling the entire board, Present Finn will issue the comments regarding the Director evaluation and begin including her Director meetings in the Presidents Report.
- f. Review of Prior Meetings Action Steps – Secretary McLatchie indicated all action steps from December 2020 were complete with the exception of One Note set up. This action item will be address this month.

#### 11. New Business

- a. Process for Staff Evaluations and Salary Increases – This item was noted above. Director Carns added that the staff is appreciative, staff evaluations are good and salaries are not consistent with HPLD.

#### 12. Action Steps

- a. President Finn will summarize Director Evaluation comments and send to the board.
- b. Strategic Plan committee meeting January 13, 2021.
- c. Events committee meeting February 9, 2021.
- d. Policy committee meeting January 27, 2021.
- e. Space Plan committee meeting January 7, 2021.
- f. Trustee Ketterling contact the Friends regarding the Art Task Force.
- g. Revised Bylaws sent to board for review – vote in February.
- h. Trustee Sloan to contact the Friends regarding meeting location and reports issued with board packet.
- i. Director Carns registers those board members interested in the United for Libraries pilot.
- j. Director Carns to gather more information regarding the State board training.
- k. Secretary McLatchie and Trustee Yancey to meet regarding the Board Book on One Note.

13. Board Comments – Trustee Ketterling indicated upon her visits to the library during the pandemic and facility issues, several areas of the library have become cluttered and chaotic. Trustee Ketterling asked if this is something the Friends could help with and will contact Mary Vance to inquire.

14. Secretary McLatchie made a motion to adjourn, Trustee St. Peters second, all approved. Meeting adjourned at 6:55 p.m.

Respectfully submitted,  
Shelley McLatchie  
EPL Board Secretary

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

**Customer Service and Community Relations**

- I corresponded with Jason Radke, president of the Eaton Chamber, about future collaboration between the library and the Chamber. I sent updated contact information for the Chamber website about the library's marketing sites.
- As a member of the HMOC (Holocaust Memorial Observance Committee), I attended the January virtual meeting. They plan to offer Eaton High School access to a live presentation if possible, but details aren't finalized. I contacted the high school to gauge their interest in participating, and we are attempting to work out the details. The school may prefer a recorded presentation that they could rebroadcast to their students.
- Although our county is still classified as "orange," we are re-opening the library for walk in services. These include browsing the collection, copying, faxing, computer and internet. There are also limited study room and single study spaces available. Curbside services are still offered. Programs remain virtual. Everyone in the building is always required to wear a mask over their nose and mouth and is asked to social distance. We will continue to offer curbside services as an alternative.
- We are supporting the knitting group that used to meet in the library by hosting them on Zoom again, thanks to Kate!
- We find new and better ways to serve the public at every opportunity. It is a joy to be part of such a talented, enthusiastic, and service oriented staff!

**Organizational Growth**

- Librarians Neal, Katie and Kate are working on collection development planning and implementation; grant funds from the state library will be used to reinvigorate the juvenile books on CD collection. They are also looking at non-fiction topics on DVD for the juvenile collection. For the first time, collection development will be done using standard reviews in professional journals by master's level degreed staff.
- Vince and I reviewed the Library website for opportunities to update or revise information. He is responsible for keeping the website current and maintaining our e-newsletter list.
- I spent several hours working with Beth to finalize documents to share with the district about our computer needs in the remodel.
- Kate and I are working with the Strategic Plan Committee to draft a 2021-2023 Plan and updated mission and vision statements. We all reviewed and discussed the current plan and are preparing remarks for the committee. We discussed the need for a new format and how to set achievable goals and ideas for an updated mission and vision for EPL. Neal proposed a model framework to use which will be shared with the Board committee.
- Neal produced a report showing outcomes for his programs for the last 6 months which is attached to this document. He uses this feedback to plan future meetings by assessing their impact on the attendees. It's fun to read the participant's comments about the programs. Please let me know if you would like to receive this information on a quarterly or semi-annual basis, or if you aren't interested in seeing updated information.
-

## HR Management and Facilities

- Neal, Kate, and Katie have been working with Roger to clean out unused items in the basement. They created two piles. One was trash and disposed of by Roger. The other was taken to ARC by Roger. Useful items are being placed on labelled shelves in categories. They found some unknown supplies which they are using for upcoming programs!
- Mitchell Plumbing fixed the broken spigot which caused the basement flooding. The roofers are scheduled to fix the trim on the parapet where it is likely that water entered, causing the upstairs leak. They also fixed a broken gasket in the family restroom toilet.
- I am working with our insurance company who is at this point planning to cover the repairs to the drywall damage in the basement and in the book sale room. The only thing not covered is the mold mitigation. They are giving us new linoleum for the bathroom in the basement.
- Katie continues to cover Judy's virtual storytime in her absence.
- Delaney Electric repaired the track lighting in the hallway and behind the circulation desk. We are waiting for parts to repair the two ballasts in the children's area.
- Nomie completed hauling away the boxed book sale room books last Saturday. It's much easier to get around upstairs and is especially helpful since the repairs to the drywall will start soon.

## Administration

- I worked with Employer's Council, Jeff, Faith, and Nomie to finalize the Employee Handbook. I expect to distribute it to staff this week after putting in page numbers for the Table of Contents.
- I worked with Michael, Julie, and John to finalize the draft updating the Board Bylaws. It is attached to this packet and for adoption by the Board.
- There has been a high volume of administrative activity generated by the various projects and repairs we are doing.
- The job search for our Adult Librarian is culminating with the arrival of our new Adult Librarian on Feb. 1. There are a lot of details associated with this process.
- I provided Zoom support for the Board Committees, Member Library Directors and Space Planning committee meetings.
- I spent many hours this month making sure we are up to date on our COVID 19 responses and that staff is fully apprised of our requirements.
- I met at length with library staff to update information in our existing strategic plan and to get their ideas about our next plan to be developed. I assigned Kate to join the committee working on the new plan and she has been a great addition. Neal has worked on establishing a way to set goals that are measurable which we will share with the Board committee.
- I consulted with Employers Council on the legal issues in resolving employee absences.

## Board of Trustee Relationships:

- Trustee Pilot: I started reviewing Trustee Shorts from United for Libraries.
- HPLD and Member Libraries
  - Johnstown Library finished their remodel.
  - HPLD has begun providing collections and computers in Briggsdale at the independent community library.
- I sent out several Board updates via email this month.
- Board has requested more data about programs so Neal compiled information from surveys of his programs over the past 6 months for the board to see. It is added to the end of my Director's report in this packet. He uses it for planning new programs by assessing how

participants reacted to individual programs in the past 6 months. If the Board is interested in continuing to see this data and comments, he will compile it quarterly or biannually to be included in your packet.

Program Team-Judy, Katie, Kate, and Neal (Katie reporting)

- Christmas Around the World was a huge success with several regular attendees and a lot of positive feedback; families enjoyed having activities they could do outside of the program as well as the Zoom presentation with facts about the different countries; we learned how to play virtual Pictionary
- We have 85 followers on Instagram, including Adelaide City Libraries from Australia
- Program staffed worked on getting into a rhythm for updating Instagram with events and interactive posts in addition to what we're posting on Facebook; using Canva to make visually appealing flyer ads
- January adult craft (decorated tiles) went lickety-split this month and were gone within a week and half
- Kate and Katie introduced virtual game night on 1/19, where we played Scattogories with six participants; everyone had fun
- Neal, Kate, and Katie continue to meet with the online classes in the school district to do sample programs and share what kits are available. They have presented to most of the grade levels!
- Neal's kid project kits are a regular hit
- Kate and Katie put out a free bookshelf outside for curbside patrons (we are replacing these regularly, as they go quickly); planning to give "Blind Date with a Book" gift books from discarded and donated books in February
- All staff are frequently planning together and reflecting on how to engage participants virtually...yay teamwork!!!
- The new Book Talk Tuesdays are a fun addition to the weekly video programming
- Weekly Spanish Storytime and Activities are still getting traction; Katie is helping a young woman from La Paz, Bolivia learn English via Facebook messenger and her ESL videos
- Katie continues to give a children's storytime in English



## Program Evaluations (June 2020-January 6 2021)

Program Evaluation Total: 146

Child	2
Teen	11
Adult	110
Family	23

Patron Primary Reasons for attending:

Practice or learn a skill	32
Make or do something	8
Have fun or meet people	59
Curiosity about an interesting topic	35
Become comfortable with technology	0
Other	7

Patron-Identified Outcome Of Program Attendance:

<b>MEDIA:</b> I tried out a new book, author, movie, musician, game, etc.	16
<b>CURIOSITY:</b> I learned new information about a topic.	67
<b>SKILL:</b> I learned a new skill or improved an existing one.	49
<b>IDEAS:</b> I changed my opinion or understand a new perspective.	11
<b>SHARING:</b> I shared my knowledge/expertise with someone else.	30
<b>SOCIAL or COMMUNITY:</b> I got to meet new people/have fun with friends.	66
<b>TECH:</b> I am now more comfortable with technology.	22
<b>MAKER:</b> I did/made something specific.	20
<b>OTHER:</b> Some other result that was significant to me.	19
<b>NOTHING:</b> Nothing immediately obvious.	5

Programs/Program Categories by Library Goals

<b>Community Building:</b> Artemis
<b>Media Promotion:</b> Victorian Frights, Booktalks, Storytimes
<b>Tech Education:</b> Artemis coding workshops (x2)
<b>Maker Access:</b> Kids Craft, Strategic Cuisine, Cooking Classes
<b>Skill Development:</b> StempunkED Writing Workshop, Fan Fiction Writing Workshop
<b>Idea Exploration:</b>
<b>Curiosity/Knowledge Development:</b> Christmas Around the World, Adventures in Time & Space

Selected Program Comments, June 2020 Through December 2020

**ADVENTURES IN TIME AND SPACE**

- Neil is so patient with my bro
- The presenter did very well with my two boys. They enjoyed it very much.
- We look forward to these every week
- the boys love engineering, building, tinkering, science.
- More events like this, during the day for homeschool families

**ARTEMIS ONLINE**

- As a non-native english speaker, this program helps me improve my english language and general communication skills, which I really appreciate.
- As a Senior Citizen, I greatly enjoy the co-operative activity of Artemis!
- Had alot of fun. Due to Covid, this is one of the few times I get to talk with people.
- You get excellent and opportunity-like-no-other experience in learning how to learn what other people need to know and how to concisely and accurately communicate the information to them.
- I am happy to see a community being created; that has been my goal for the past year, to create a community of gamers across Canada. I'd love to have Eaton join us for our in-person games when the library re-opens and can host onsite events again.
- I enjoyed the team building exercise of this game. Everyone who participated understood that they needed to work together to accomplish the goals of the game.
- The game was fun of course, but the real value was in learning to work together as a team and overcome the challenges presented to us.
- It was super well organized. Expectations were clear, and people were put into play groups, set up to play, and taught how to play as they arrived.
- Great teamwork and team communication building exercise.
- Excellent, top-notch presenter and service! Had an amazing time and learned so much. Really friendly community and experienced operator. Thank you for offering this program!
- Thank you for making this program available for us to connect online.
- This is great. I really appreciate that the library hosts this. Thank you.
- another FINE evening!
- As always, the host ("Belroc") is amazing! I had a great time and learned a new skill. I really value this program.
- Could do with a 2-5 minute break after games lasting over 30 minutes, and/or every two games. At least make inquiry before restarting right away. :P
- Just want to back up presenter's claims that there were 10 people present at the peak of the event, plus the presenter himself. Poor guy forgot to post the evaluation link until majority of folks had left! :P
- more singing!!
- Blender shading tutorial

**B-RAD THE MAGICIAN**

- The jokes were groaners, but the kids enjoyed it.
- It was a little too young for me, but my little sister (at age three) enjoyed it. Although, if I was her age, I would've enjoyed it more.
- It was too young for me.
- Would of liked more magic tricks. My kindergarten grandchild was a little distracted with the trick demos
- Great for younger kids ...
- My 7yo says B-Rad was silly and really fun to watch.

**CYO ADVENTURE**

- I think the Choose your own adventure games we play are really fun, and I liked the improvised version of D and D
- Maybe a game show, and I'd like to see the Writer's Playground more often (perferably with more tips on writing).

**CHRISTMAS AROUND THE WORLD**

It was intimate and fun! I felt like everybody was included and the hosts were patient and kind. I learned new things about traditions in France and enjoyed playing the game. Max has all of his bags made already :)

**PUFF PASTRY COOKING**

- Thank you for this it was a BLAST and much needed during this Pandemic!
- was very well done! More cooking shows!

**DaVinci Adventures**

- The kids liked doing the experiment at home with Ben.
- The boys were fascinated with experimenting
- Loved the science idea of doing experiments

**GHOST HUNTING 101**

- Very informative and interesting
- I found it interesting and appreciated the speaker's candor.

**KALIEDESCOPE MUSIC**

We enjoyed the music from different countries and seeing the boys play.

**KIDS CRAFT**

- More of stuff like this
- I attended this with my two grandkids-ages 6 & 9 as we do crafts together. We all really enjoyed it!
- i like the books that go with the crafts and maybe more music
- i like crafts that remind of movies
- more drawing
- Steven wanted me to share with the library his puppet show. He made the puppets with Neil and was inspired when he watched last nights puppet show. Enjoy!  
[https://www.icloud.com/photos/#0VEocnlom9\\_b-KTUvv0oGyk2Q](https://www.icloud.com/photos/#0VEocnlom9_b-KTUvv0oGyk2Q)  
I wish I could have shown you the full version, but the video was too long. He even introduced himself as "Ladies and gentleman, my name is Steven Mozeika and this is my puppet show. Enjoy".  
Yes of course should can share with the board. I will let him know you enjoyed watching and that you are going to show the board. Thank you for all you do to inspire my young men

**YOUTH WRITERS WORKSHOP**

- Book Reviews or Book Clubs
- More of stuff like this

**PLAYERS ON STAGE**

- Loved it! The kids were motivated and look forward to the next time.
- Loved the Chautauqua characters from 2019, ie. Eleanor Roosevelt. I would really appreciate it if we could get some of the players back for online. Great acting and historical figure too!

- **POETRY PLAYDATE**

- I had fun learning about poetry.
- I really love the program so much!
- Turtles!

**ROCKY MOUNTAIN RAPTOR PROJECT**

- Need to mute all at the beginning and ask participants to use chat box exclusively.
- Great program
- Very, very good presentation
- Great job with the virtual program and the variety of offerings. (Tech suggestions extracted)
- Reminding people to mute video and sound before the meeting begins-supervise children logged on.  
Jessica was awesome with her presentation of the sweet little screech owl! ❤️ 😊

- It was really great to get to see the owl so closely.
- Great information! I've been a nature/environmental teacher (and learner) for years, and love to keep learning and sharing.
- Please use the mute all function. All the interruptions and ding dong sounds were disruptive. The program itself was very good.
- Can you do it again with an Eagle?
- More Colorado Wildlife presentations. Other animals.
- You already have a great array of subjects and activities!
- Even when you're able to go back to live programming, I'd love it if you'd continue allowing virtual participation through Zoom. Great to be able to learn something in Eaton all the way from Grand County.
- Programs to introduce me who is new to living in Colorado-wildlife, plant life, etc.
- More cooking classes
- Would be great to see some more birds! Can they come back to do more programs?
- More owls (great horned owl please).

#### **SHAKESPEARE APPROVES**

- It was hilarious, he had us laughing so hard, that our stomachs hurt!
- I loved being included in the show!
- Shakespeare Approves was funny and I enjoyed his show a great deal. I would love to see him perform again.
- presentations on classics such as narnia, hitchhikers guide etc.
- More programs along the same lines of that.

#### **STEAMPUNK WRITERS WORKSHOP (STEMPUNKED)**

- It was an amazing workshop. I really enjoyed the program and Mr. Richard was a great presenter.
- I would like to see more writing workshops and writing programs in general.
- Material was geared a little young for me (seems like teens), but that was the advertised audience and age of youngest attendee. VERY well done, and I gained a new perspective on the Victorian era.

#### **STRATEGIC CUISINE**

- The meal was excellent! My children ate beans and loved them even had seconds! Neil did an excellent job presenting and made it fun.
- I love this program. My children needed the confidence to really cook something wholesome. Thank you so much!

#### **VICTORIAN FRIGHTS**

- Everybody who participated in let me impressed, with their talent and enthusiasm.
- All the presenters did a wonderful job
- So fun excellent theater & presentation
- Seasonal readings!

#### **VIRTUAL PLANETARIUM**

- 2 kids watched. Love the presentations about space.

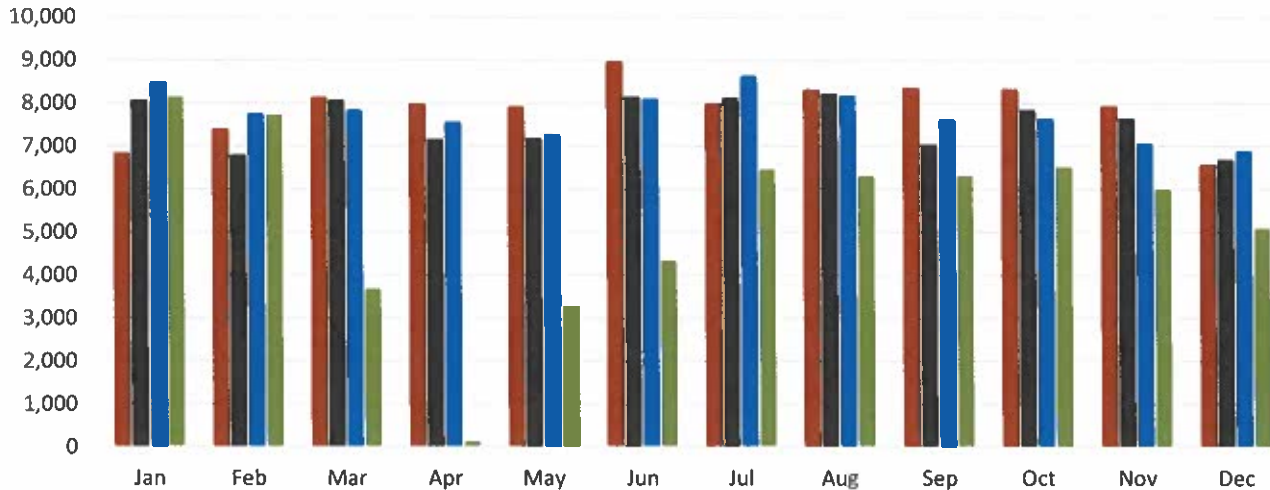
#### **FAN FICTION WRITERS WORKSHO**

It was fun and enjoyable— hope that Neal and Cathy do it again  
 This has been fun!  
 Chess activities?

# Eaton Public Library 2017, 2018, 2019 & 2020 Statistics

## Circulation

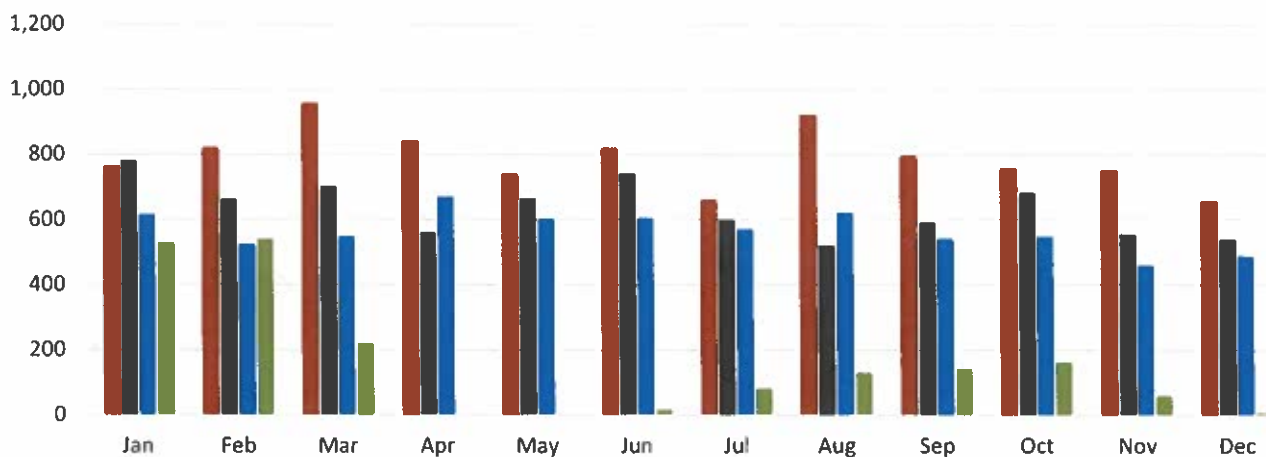
2017 - 2020 Circulation



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>2017</b>	6,820	7,379	8,115	7,969	7,900	8,956	7,977	8,296	8,341	8,308	7,920	6,558	94,539
<b>2018</b>	8,051	6,771	8,048	7,146	7,166	8,128	8,101	8,199	7,025	7,830	7,627	6,667	90,759
<b>2019</b>	8,475	7,734	7,818	7,543	7,253	8,081	8,615	8,160	7,596	7,629	7,051	6,862	92,817
<b>2020</b>	8,121	7,706	3,650	97	3,242	4,305	6,443	6,281	6,299	6,497	5,966	5,074	63,681

## Computer Users

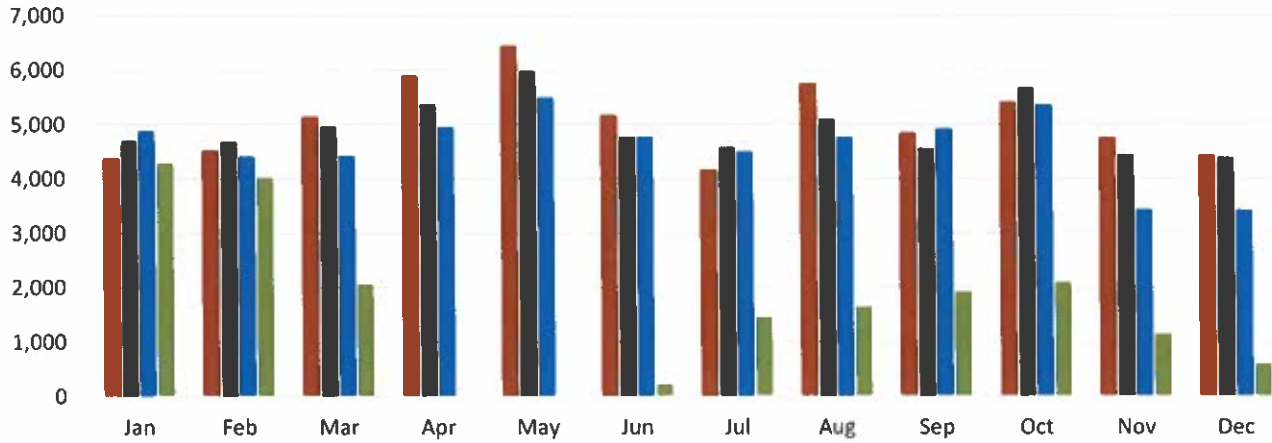
2017 - 2020 Computer Users



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>2017</b>	759	818	955	839	737	816	657	919	793	754	749	655	9,451
<b>2018</b>	778	659	699	556	662	738	597	519	588	679	552	536	7,563
<b>2019</b>	613	522	545	668	600	601	568	618	538	546	457	485	6,761
<b>2020</b>	526	538	215	0	0	13	78	128	139	160	56	5	1,858

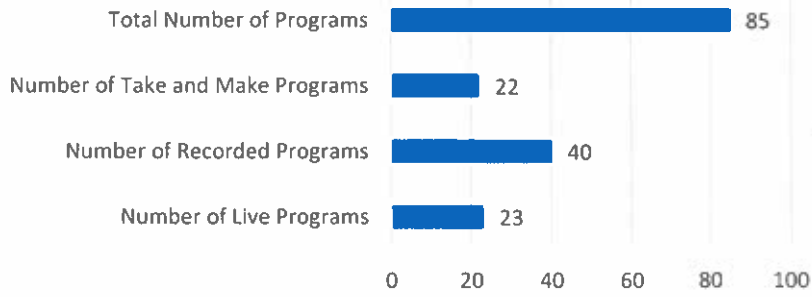
## Visits

2017 - 2020 Visits

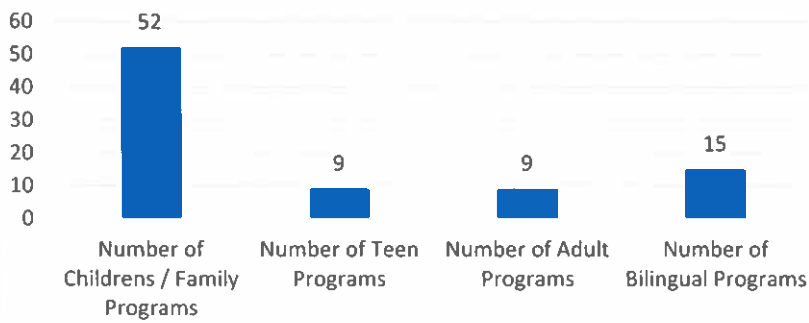


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>2017</b>	4,369	4,505	5,127	5,875	6,422	5,152	4,149	5,739	4,821	5,396	4,729	4,410	60,694
<b>2018</b>	4,686	4,672	4,943	5,357	5,958	4,747	4,562	5,081	4,537	5,651	4,427	4,372	58,993
<b>2019</b>	4,861	4,398	4,406	4,925	5,475	4,753	4,485	4,743	4,903	5,344	3,408	3,401	55,102
<b>2020</b>	4,273	4,007	2,036	0	0	197	1,436	1,633	1,908	2,073	1,121	563	19,247

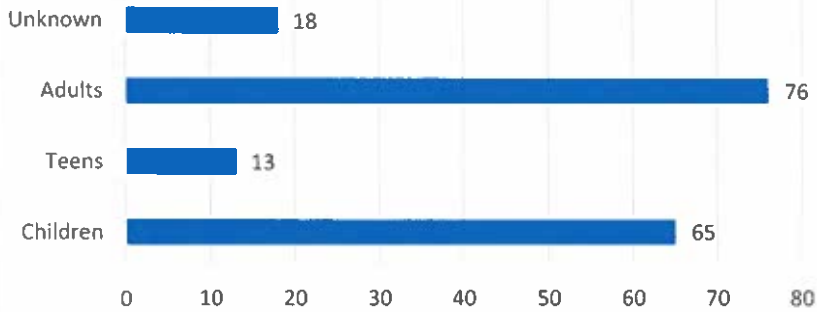
### Number of Programs



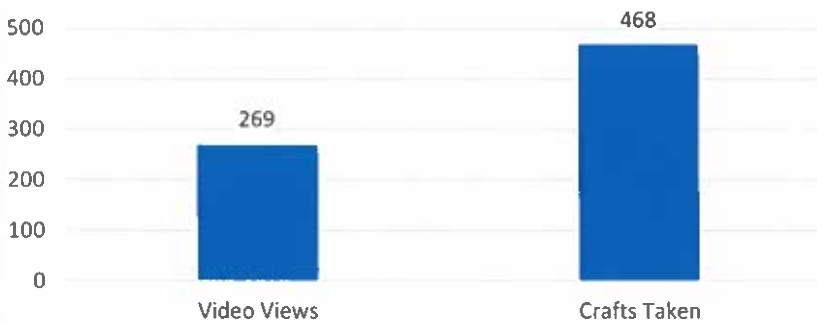
### Program Variety



### Live Program Attendees



### Recorded Program and Take Home Craft



# FEBRUARY EVENTS AT THE EATON PUBLIC LIBRARY

**CURBSIDE SERVICE AVAILABLE. PLEASE CALL 970-454-2189 TO PICK UP YOUR ITEMS. LIBRARY WILL BE OPEN TO PUBLIC ACCESS BEGINNING MON., FEB. 1.**

**A LIMITED NUMBER OF PATRONS WILL BE ALLOWED AT A TIME. MASKS ARE REQUIRED. \*REGISTRATION REQUIRED FOR ALL ZOOM EVENTS. CALL, VISIT THE WEBSITE, OR VISIT US ON FACEBOOK.**

**THE LIBRARY IS CLOSED MONDAY, FEBRUARY 15 FOR PRESIDENTS' DAY.**

## Weekly Events:

**Bilingual Storytime, (All ages, Facebook)  
Mondays @ 12pm**

**Book Talk Tuesdays  
for all ages (Facebook/Instagram)  
Tuesdays**

**Kids Storytime (Youth, Facebook)  
Wednesdays @ 10am**

**Spanish Activity (All ages, Facebook)  
Thursdays @ 12pm**

**Kids Project Live (All ages, Live Zoom\*)  
Fridays @ 1pm**

**Adventures in Time and Space  
(Youth, Live Zoom\*)  
Fridays @ 3:30pm**

**NEW!  
Tabletop Games Available  
For Check Out!**

## Special & Monthly Events

**Youth Writers Workshop  
(Youth & Teen, Live Zoom\*)  
Tues., Feb. 2 @ 3:30pm**

**Bingo!  
(Adult, Live Zoom\*)  
Tues., Feb. 2 @ 5:00pm**

**Spaceship Artemis Online  
(Teen/Adult, Live TeamSpeak)**

**Fri., Feb. 5 & Sat., Feb. 20 @ 5-8pm**

**Strategic Cuisine Cooking Class  
(Family/Teen+: Live Zoom\*)**

**Sat., Feb. 6 @ 11am**

**Chinese New Year  
(Family, Live Zoom\*)**

**Mon., Feb. 8 @ 5:00pm**

**Teen Themes  
(Live Zoom\*)**

**Wed., Feb. 10 @ 4:30pm**

**Poetry Playdate  
(All ages, Live Zoom\*)**

**Tues., Feb. 16 @ 3:30pm**

**Pictionary  
(Adult, Live Zoom\*)**

**Tues., Feb. 16 @ 5:00pm**

**Career Services: Interviewing  
(Teen, Live Zoom\*)**

**Thurs., Feb. 18 @ 4:30pm**

**Book Bites  
(Youth & Family, Live Zoom\*)**

**Sat., Feb. 20 @ 11:00am**

## Take-and-Make

### Activities

(While supplies last — Pick up curbside)

**Kids Project  
(Craft & STEM)  
Kit & Video  
Every Monday**

**Adventures in  
Time & Space Kit  
Every Friday**

**Teen Crafternoon Kit & Videos  
Thursdays, Feb. 11 & Feb. 25**

**Adult Crafternoon Kit  
Available Mon., Feb. 1**

### SPECIAL NOTICE!

**All month: Stop by and get a  
FREE "Blind Date with a Book"!**

## Library Hours:

**Mon.-Fri. 9am-6pm & Sat. 10am-4pm**

Visit <https://townofeaton.colorado.gov/library> for the latest information!  
To register, visit <https://townofeaton.colorado.gov/program-registration>



**EATON PUBLIC LIBRARY**

Located at 132 Maple Ave. in Eaton (970) 454-2189





12/27/2021	Amazon-markers, paint, crayons, paper flowers for crafts	\$71.60	8600
	<b>Total</b>	<b>\$732.46</b>	
	<b>Katie Credit Card Charges</b>		
Date	Description	Expenditure	Line #
12/13/2021	Return of items we did not need for Christmas Around the World Craft	(\$6.97)	8600
	<b>Total</b>	<b>(\$6.97)</b>	

**Visa Credit Card Charges - Kate**

Date	Description	Expenditure	Line #
12/13/2021	Michaels Stores: Christmas Around the World	\$28.35	8600
12/13/2021	Michaels Stores: Christmas Around the World	\$26.86	8600
12/13/2021	Michaels Stores: Christmas Around the World	\$26.44	8600
12/13/2021	Michaels Stores: Christmas Around the World - Return	(\$28.69)	8600
12/13/2021	Michaels Stores: Christmas Around the World - Return	(\$28.69)	8600
	<b>Total</b>	<b>\$24.27</b>	
	<b>Visa Credit Card Charges-Neal</b>		
12/3/2020	Amazon Web Services; Artemis Online (game server host)	\$1.52	8600
12/10/2020	Hobby Lobby; Kids Craft (reindeer)	\$6.96	8600
12/12/2020	Michaels; Adventures (Fox materials)	\$22.54	8600
12/18/2020	Michaels; Kids Craft (Snowman Construction paper/card stock)	\$11.79	8600
12/20/2020	Michaels; Kids Craft (3D Hand paper)	\$22.93	8600
12/20/2020	Dollar Tree; Kids Craft(Colored Pencils for Hand Drawing)	\$41.00	8600
12/22/2020	The Cupboard; Book Bites (Youth cook book)	\$17.99	8600
12/26/2020	King Soopers; Strategic Cuisine Real Time Strategy (Ingredients)	\$29.26	8600
12/27/2020	Haunted Game Café; Adventures (Power Grid game)	\$25.00	8600
	<b>Total</b>	<b>\$178.99</b>	

**Total \$196.29**

**Approved for Payment by:**

Eaton Library Board

Date

# EPL committee report form

Committee: Strategic Plan Meeting Date(s): January 20, 2021

**Members Attending:**

John Isbell, Nomie Ketterling, Julie Finn, Brenda Carns and Kate Berry

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**Type of Committee Report:**

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

**Brief statement of committee issue / area reporting:**

The committee reviewed strategic plans from three other libraries. The committee will review the EPL vision statement and mission statement to incorporate into the strategic plan. They will bring new ideas for wording for each statement to the board in March. The committee will also incorporate the core values the board decided on during the planning meeting in 2020 to the strategic plan. The committee members will review the EPL goals and make sure they are a part of the strategic plan as well.

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**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?):**

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

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*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](mailto:bcarns@highplains.us)

# EPL committee report form

Committee: Strategic Planning Meeting Date(s): January 13, 2021

**Members Attending:**

John Isbell, Nomie Ketterling, Julie Finn and Brenda Carns, Executive Director

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**Type of Committee Report:**

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

**Brief statement of committee issue / area reporting:**

The committee met to go over goals for the committee. The goal for the completion of the strategic plan for 2021 – 2024 is June of 2021.

The committee will be reviewing strategic plans from other small libraries in the state.

The committee would like to make the plan a bit more simplified, make sure the library is following the mission and review the strategic plan a minimum of twice a year.

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**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?):**

Issue: time for updating, funding and staff utilization will need to be reviewed.

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

Not at this time.

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*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: Or any member of the committee  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Submit via email to [bcarns@highplains.us](mailto:bcarns@highplains.us)



## **The Eaton Public Library Bylaws** (Revised on February \_\_\_\_, 2021)

### **Article 1 Authority.**

“The Eaton Public Library” is a public library existing by virtue of, and with the powers authorized by, the Colorado Library Law, Section 24-90-101, *et seq.*, C.R.S. (the “Library”). The Board of Trustees (the “Board”) exercises its powers and authority, and assumes the responsibilities and obligations delegated to it, under Section 24-90-109, C.R.S. All powers, privileges and duties vested in, or imposed upon, the Library by law shall be exercised and performed by and through the Board, whether set forth specifically or impliedly in these Bylaws. The Board may delegate to officers, employees, and agents of the Library any or all administrative and ministerial powers.

### **Article 2 Board of Trustees.**

**Section 1. Appointment.** The Board shall consist of seven (7) library trustees (“Trustee(s)”) who must reside in the Library Service Area (Weld RE – 2 School District) boundaries.

- a. Trustees shall be appointed by the Board of Trustees of the Town of Eaton (“Town Board”).
- b. The Board shall refer individuals to the Town Board for appointment, pursuant to the process set forth in these bylaws.
- c. Trustees shall serve no more than two (2) consecutive five-year terms, which shall be staggered.

- d. Trustees appointed to fill an unexpired term shall serve for the remainder of the unexpired term and may be reappointed to two additional terms if the unexpired term is less than twenty-four months.

**Section 2. Vacancies.** A vacancy shall exist when a term expires or when a Trustee submits his or her written resignation to the Board. Vacancies shall be filled for the remainder of the unexpired term as soon as possible.

- a. If a Trustee desires to continue serving on the Board after an initial term, such Trustee shall submit a letter of intent to continue serving on the Board at least sixty (60) days prior to the end of the term. The letter of intent may be sent electronically and shall be made part of the public record. The Board shall then vote on the request for reappointment, except that the Trustee seeking reappointment shall not participate in the vote, and, upon the affirmative vote of a majority of the Trustees eligible to vote, recommend reappointment of such Trustee to the Town Board without seeking additional applicants.

- b. If a Trustee resigns or does not desire reappointment, the Library Director shall publish a notice of vacancy in the local newspaper. Interested parties may submit an application to the Board. The Board shall thereafter review applications and recommend a candidate(s) to the Town Board for appointment to the Board.

**Section 3. Salaries/compensation.** Trustees shall not receive a salary or other compensation for service as a trustee but shall be entitled to recovery of actual expenses incurred on behalf of the Library upon approval of the Board, in its discretion.

**Section 4. Meeting Attendance.** Trustees are expected to and shall attend scheduled Board meetings. If a Trustee intends to be absent from a scheduled meeting, the Trustee shall notify the President in advance.

**Section 5. Removal of Trustees.** Upon the affirmative vote of a majority of the entire Board upon a showing of “good cause,” the Board may recommend removal of a Trustee to the Town Board.

For purposes of these bylaws, “good cause” for removal includes, but is not limited to, the following conduct by a Trustee:

- a. Absence from three consecutive regular meetings or more than fifty percent (50%) of the regular or special meetings in a 12-month period; except that, if the Board approves additional absences and such approval is entered upon the minutes, then additional absences shall be excused and shall not be the basis for removal;
- b. Personal conflicts of interest that prevent effective performance of the Trustee’s duties and obligations;
- c. Inability to perform the duties of the office;
- d. Conviction of a felony offense while in office;
- e. Misappropriation of Library funds or property;
- f. Violation of the Code of Ethics for public officials as set forth in Section 24-18-101, *et seq.*, C.R.S., as amended; or,
- g. Commission of acts that offend commonly accepted principles of honesty and decency.

**Section 6. Officers.** The Board shall select the following officers from the Trustees: President, Vice-President, and Secretary. The officers shall be elected in April of each year. The President shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, and generally perform all duties associated with that office. The Vice-President shall perform the duties of President in the



absence of the President. The Secretary shall keep a careful record of the official acts of the Board and shall prepare the minutes of the meetings.

**Section 7. Fiduciary Responsibility/Financial Policies.** The Board may adopt and amend financial policies from time to time.

- a. The Library Director and the Budget Committee shall prepare a draft of the annual budget and provide such draft to the Board. Upon approval by the Board, and no later than October 10 of any given year, the budget shall be presented to the Town Board for the Town Board's final consideration and approval.
- b. The Town of Eaton provides financial and bookkeeping services to the Library utilizing the funds apportioned to the Library from the mill levy imposed by the High Plain Library District. The funds are audited yearly as part of the Town of Eaton's annual audit. The Town of Eaton has authority to access funds and sign checks on behalf of the Library.
- c. At the close of each year, the Board shall make a report to the Town Board and to the Board of Trustees of High Plains Library District showing the financial condition of the Library during the calendar year, the sums of money expended and the purposes of the expenditures, the number of books added, retired and loaned out during the year, and such other statistics and information as the Board deems of public interest.

### **Article 3 Meetings**

**Section 1. Regular Meeting Dates and Time.** Regular meetings of the Board shall be conducted on the first Wednesday of the month at 5:30 p.m., and be held at the Eaton Public Library, 132 Maple Avenue, Eaton, CO 80615, unless otherwise noticed and posted. All meetings shall be open to the public unless an executive session is noticed and

approved by the affirmative vote of two-thirds of the quorum present. Notice of the meeting, including a specific agenda, shall be posted at the front entrance to the Library and on the Library website, [townofeaton.colorado.gov/library](http://townofeaton.colorado.gov/library), no less than twenty-four hours prior to any meeting. The regular meeting day and time may be changed by the affirmative vote of the entire Board.

**Section 2. Special meetings.** Special meetings may be called as necessary by the President.

**Section 3. Conduct of Meetings.** All meetings shall follow parliamentary procedure and be conducted by the President.

a. The meeting agenda shall be sent to Trustees in advance of Board meeting. The regular meeting agenda shall include roll call, approval of minutes, new business, old business, the Library Director's report, committee reports, if any, and public comment. Minutes shall be taken at each meeting.

b. Except for matters otherwise on the agenda, comments by members of the public shall be limited to three minutes and made only during the "public comment" portion of the meeting, unless additional opportunity is given at the Board's discretion. Disorderly conduct, harassment, or obstruction of or interference with meetings by physical action, verbal utterance, nuisance or any other means are prohibited. Such conduct may result in removal of person(s) responsible for such behavior from the meeting and/or other lawful action taken against such person(s).

**Section 4. Quorum.** A quorum for transaction of business shall consist of a majority of the Board. The President shall be counted in the calculation of a quorum.

#### **Article 4 Library Director and Staff.**

The Board shall appoint a Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its

review and direction. The Library Director shall appoint and specify the duties of all other employees. The Library Director shall be responsible for the proper direction and supervision of the staff, oversight of Library's indebtedness, care and maintenance of Library property, adequate and proper selection of books and materials, efficiency of Library service to the public, and financial operation within the limitations of the budgeted appropriation.

## **Article 5 Committees**

**Section 1. Appointment of Committees.** The President shall appoint committees of one or more Trustees for such specific purposes as the business of the Board may require.

**Section 2. Report of Committees.** Committees shall make a progress report to the Board at each of its meetings.

**Section 3. Powers of Committees.** Committees shall have no powers other than advisory powers, except that the Board may delegate specific tasks to the committees.

**Section 4. Notice.** Committee meetings comprised of three (3) or more Trustees shall be noticed and posted at least 24 hours in advance together with an agenda.

**Section 5. Dissolution.** Committees shall be dissolved upon completion of their purposes and after a final report to the Board.

## **Article 6 General**

**Section 1. Board Actions.** Unless otherwise set forth in these bylaws, the affirmative vote of a majority of the Trustees when a quorum is present shall be necessary to approve any Board action. The President shall vote only in the case of a tie.

**Section 2. Amendment of Bylaws.** These bylaws may be amended by a majority vote of the entire Board. Written notice of proposed

amendments shall be provided to all Trustees at least ten (10) days prior to the meeting at which such action is proposed.

**Section 3. Suspension of Rules.** Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, shall be approved by a majority of the entire Board.

**Section 4. Adoption of Policies.** The Library Board may adopt policies governing matters such as book selection, personnel procedures, circulation records, gifts, services, public relations, Library use, or any aspect of Library programs.

**Section 5. Powers and Duties.** The powers and duties of the Board are further outlined and defined in Section 24-90-109, C.R.S.

PASSED, SIGNED, APPROVED, AND ADOPTED this \_\_ day of \_\_\_\_\_,  
2021.

**EATON PUBLIC LIBRARY**

\_\_\_\_\_  
Julie Finn, President

Attest:

\_\_\_\_\_  
Shelley McLatchie, Secretary

January 21, 2021

**Executive Director Evaluation Process:**

The board will review the executive director's evaluation with the director twice a year. The review will take place in July and December.

The Board of Trustees President will update the board each month regarding her / his weekly meeting with the director.

**Evaluation Topics:**

Customer Service and Community Relations

Organizational Growth

Human Resource Management and Facilities

Administration

Board of Trustee Relationship