

AGENDA
LONGMONT LIBRARY BOARD
LONGMONT PUBLIC LIBRARY BOARD ROOM
409 FOURTH AVENUE
Monday, December 16, 2019
7:01 P.M.

The meeting was called to order at 7:01 p.m. by Chairperson Mark Springfield.

Roll Call: Present were Board Members Katie Fuller, Catherine Fink-Johnson, Cynthia Keller, Mark Springfield; Library Director Nancy Kerr; Councilmember Tim Waters. Absent was Cathy Balan.

1. Approval of minutes
 - The minutes of Monday, November 18, 2019 require signature. The minutes were approved and signed.
2. Reports and Information Items
 - a. Library Director's Report
 - People continue to vandalize the Little Free Libraries. The Board discussed possible solutions, including brainstorming other locations or talking with neighborhood group leaders to solicit their help protecting them.
 - Facilities has dedicated some end-of-year funding to replace lobby carpet squares. They will also be painting the meeting room. All carpet was slated to be replaced several years ago.
 - Campus Supervisor position was filled today and he will start Monday, 12/23/19. This position will supervise the part-time positions here and at Roosevelt Park campus and participate in staff training.
 - The new Admin Assistant, Tracey Zimmerman, started this week.
 - City reorganization efforts to centralize marketing may impact Library's unique needs, values, and messages.
 - b. Friends of the Library Report
 - See addendum from Dec. 4, 2019 meeting.
 - c. Council Liaison Report
 - Mark Springfield represented the Board at the last Council meeting regarding special districts arguing that in the case of the Library any decision restricting the use of special districts as applicable to the library should be delayed until the Feasibility Study is complete
 - The study session will be on 1/7/20.
 - Multiple arguments for/against were discussed.
 - Members discussed the implications of the Pool & Ice Measure not passing.

- Post-feasibility study would be a good time to do a podcast or video “back story.”
- Council meetings are shifting to the Library meeting room beginning in February.

3. Old Business

- a. Little Free Libraries: Cathy Balan
 - Mark will finish the month (December) and Cynthia Keller will take over in January after 1/3/20.
- b. Feasibility Study
 - Library Director’s review of initial KBA activity
 - KBA has begun information-gathering using a platform called Base Camp. They have a long list of stakeholders and are sending personal invitations to increase attendance at future community survey events.
 - The Director is also discussing with KBA the possibility of including in the study expanding social services, business, and tech support.
 - Also, the Director is asking the KBA team to investigate how the library can support lifelong literacy efforts in Longmont.
 - Estimated timeline
 - KBA will return the week of Feb. 10th and many community events will happen in various places and times.
 - It is unclear how unincorporated areas such as Niwot and Hygiene will be included in the study.
 - If considering a special district option, it would be important to include Berthoud as well in order to support the community at large in a growth period.
 - The sample survey should be ready by the end of this week and it should go out in multiple formats at the end of January 2020.
 - KBA will then return for a one-day retreat in March 2020 to work with particular community members
 - It is expected that they will present a report detailing a series of possible options for library growth for the consideration detailing pros and cons.
 - The Director’s role is to provide information to KBA.
 - Significant milestones
 - Board Chairperson Springfield requested some interim deadlines be set for the feasibility study.
 - Director Kerr will track down a signed copy of the KBA contract.
 - Director Kerr anticipates the study will conclude by the end of the 2nd Quarter.

- Council member Waters recommends that KBA consultants come to a Council meeting to introduce themselves.
 - Anticipated review points to be included within overall timeline
 - c. Library grounds maintenance update -- lights have been repaired around the campus. No movement on other issues, including the abandoned Parks equipment in the underground parking lot. The library staff shoveled all the snow on the campus following the recent November blizzards.
4. New Business
 - a. Next meeting date: January 27, 2020
 5. Public comments -- no comments
 6. Library Board comments -- Board member Keller requests that the members be kept abreast of future KBA meetings.
 7. Adjournment 8:17pm

Addendum from FOLL Meeting 12/4/19:

Friends of the Longmont Library Liaison Report
Meeting December 4, 2019

1. The board met with the Library consultant team for one hour before the board meeting. Since not all topics were discussed, they will meet again in February when the consultants return.
2. Funding Requests:
Board approved request to fund the 2020 Library Discovery Passes for \$4,400. The request included those passes already offered plus a couple of new ones. Six of the partnerships are available at no cost.
3. Book Shop & Gift Shop Sales
November book sale raised \$8,154.75, which was a little better than September's sale. November Lobby Book Shop sales were at least \$2,797. The last week of November had not been recorded yet as of the meeting.
Gift Store sales for November \$233.15.
4. A person has been identified for the Financial Assistant position. The board approved an employment offer to be extended with a start date of January 1.
5. Membership is at 561 members.
6. The board approved the purchase of an electric pallet jack to handle the movement of tables and boxes of books for the book sales. They demoed one for the November Book Sale and found it made the moving process easier, reliable and safer for the book sale volunteers. A used model will be searched for, but if none are found before the February book sale, a new one will be purchased.
7. Next meeting is January 22, 2020