

**Meeting Minutes
Board of Trustees
Regular Meeting
September 9, 2024 — 4:00 pm
Old Town Library**

Board Members Present:

Josh Fudge
Matt Schild
Corey Radman
Vicki Woods

Board Members Absent:

Hilary Herrmann
Anuja Riles

Staff Present:

Xochil Arellano
Katie Auman
Kristen Draper
Ken Draves
Mark Huber
Angela Kettle
Cyndi Langren
Diane Lapierre
Sabrina Leslie
Amy Lyons
Monique Ramos
Rob Stansbury
Molly Thompson

Others in Attendance:

Elizabeth Dauer, Legal (virtual)
Kathy Marquis, FOL
Timothy, Plante Moran
Josh Yde, Plante Moran

- 1. CALL TO ORDER AND DECLARATION OF QUORUM**
President Schild called the meeting to order at 4:04 p.m. and declared a quorum present.
- 2. AGENDA REVIEW**
No changes.
- 3. PUBLIC COMMENT:**
None
- 4. APPROVAL OF MINUTES**
 - August 12, 2024 Regular Meeting Minutes
Vice President Radman shared a couple of typos with Ms. Langren prior to the meeting. Trustee Fudge moved to approve the minutes as presented. There was a second by President Schild. The motion carried unanimously, 4 – 0.
- 5. REPORTS**
 - a. Director’s Report – Diane Lapierre**
Executive Director Lapierre had nothing to add to her written report.

Southeast Community Center Update – Draves

Deputy Director Draves reported that the committee hired the design firm of Clark and Emerson for the project. There were who applied and that was narrowed down to four to select from. They are now entering the conceptual phase of the project. He also reported that the committee is ready to start the construction IGA and that the respective attorneys will be asked to begin work on that.

Pulse Organizational Culture Survey Results - Lapierre

Executive Director Lapierre reported on the survey results Overall, there was improvement in the areas that scored low in the initial survey. Results were shared with all library staff and discussions about what we're doing well and where there's room for improvement were held. The next full staff engagement survey will happen towards the end of the year.

b. FINANCIAL REPORT - Lyons

Finance Director Lyons presented the August financial report.

There was a motion by Vice President Radman to approve the August Financial Report. Trustee Woods seconded the motion and it carried unanimously, 4 – 0.

Ms. Lyons reviewed the 2023 Financial Statement with the board. She presented highlights of the statement to explain the changes that were made to it.

There was a motion to approve the 2023 Financial Statement as presented by Trustee Fudge. There was a second by Trustee Woods and the motion carried unanimously, 4 – 0.

Auditors Plante Moran gave a virtual 2023 Audit Presentation. There was nothing negative to report. Everything looked good from their review.

Ms. Lyons noted that she plans to give a purchasing card procedures update by the end of 2024.

c. Legal Status Report – Elizabeth Dauer

Ms. Dauer referred to the legislative updates in the written report and gave a brief overview of the status of each one.

6. NEW BUSINESS

a. Recommendation of New Board Member – Radman and Fudge

Vice President Radman reported that she and Trustee Fudge, part of the Nominating Committee, met on August 23 to discuss applicants and screen them. They were able to narrow it down to 3 candidates. Interviews were conducted and they selected Rick Rivera as the finalist. ***There was a motion by President Schild to approve Rick Rivera as the Trustees' recommendation to fill the vacancy left by Heisserer-Miller. There was a second by Trustee Woods and the motion carried unanimously, 4 – 0.***

b. Annual Cyber Audit Review – Huber

Information Technology Director Huber presented a PowerPoint that went over the 2024 Cyber Risk Updates and areas of focus: Data Storage and Backups, Staff Awareness of Cyber Risks, Email Security, Community Awareness and additional projects Library IT is working on related to cyber security. The board thanked Mr. Huber for the update.

c. Banned Book Week Proclamation

Library Managers Draper and Meyer gave a brief presentation on banned book week. A proclamation for board approval was read aloud. ***There was a motion by President Schild to adopt the Banned Book Week Proclamation as presented. There was a second by Vice President Radman. The motion carried unanimously, 4 – 0.***

7. UNFINISHED BUSINESS

a. Policy Review - Second Reading - Approval requested

President Schild opened the floor to any questions or comments about the policies up for approval. Vice President Radman asked about blank spaces in the Personnel Policies. HR Director Leslie explained that the manual still needs some formatting housekeeping attention, but the content will not change.

- ***Collection Development – There was a motion by Trustee Radman to approve the Collection policy as presented. There was a second by Trustee Woods. The motion carried unanimously, 4 – 0.***
- ***Reconsideration of Library Resources - There was a motion by Trustee Fudge to approve the policy as presented. There was a second by Trustee Schild. The motion carried unanimously, 4 – 0.***
- ***Programming - There was a motion by Trustee Woods to approve the policy as presented. There was a second by Trustee Radman. The motion carried unanimously, 4 – 0.***
- ***Social Media - There was a motion by Trustee Radman to approve the policy as presented. There was a second by Trustee Fudge. The motion carried unanimously, 4 – 0.***
- ***Personnel - There was a motion by Trustee Radman to approve the Personnel policies as presented. There was a second by Trustee Schild. The motion carried unanimously, 4 – 0.***

8. ANNOUNCEMENTS

a. Friends of the Library Update – Kathy Marquis

Ms. Marquis reported that there will be a warehouse sale on the 28th and a holiday sale on November 16.

b. Library Trust Update – Vicki Woods

Trustee Woods reported that the Trust met on September 3 and discussed the budget. Work on this year's Colorado Gives Campaign has begun.

9. ADJOURNMENT

There being no other business before the board, *Trustee Fudge moved to adjourn at 5:42 p.m. Vice President Radman seconded the motion. It passed 4 - 0.*

Respectfully submitted,

Cynthia Langren
Recording Secretary