

Delta County Public Library District
Delta County Board of Trustees
Wednesday, June 20, 2018 1pm
Delta Library
Meeting Minutes

Library Board. Jess Deegan, Laura Earley, William Crank, Ann Eddins, Ruth Pettigrew, and Stacy Bliss.
Absent. Judy Briscoe

DCPLD. Lea Hart, LaDonna Gunn, Adriana Chavira, Tracy Ihnot

Foundation Board. Sue Whittlesey

Guest. Doug Atchley, Delta County Commissioner

1. **Call to Order.** President Earley called the meeting to order at 1:00
2. **Introduce Guests.** Doug Atchley, Delta County Commissioner
3. **Public Comments.** No public comment.
4. **Agenda Changes.** No changes.
5. **Approve Consent Agenda; Minutes from Board Meeting May 16, 2018.** M. Deegan. Pettigrew 2nd M.P.
6. **Accept District Director's Report.** M. Deegan. Crank 2nd. M.P.
7. **Accept Financial Reports**
 - a. **Revised April Financials.** Pettigrew asked about a \$1,000 donation made in Inge Lange's name for landscaping at PA Library. She asked for clarification on how the process should work for reimbursement. Earley and Hart responded, explaining that receipts need to be submitted to the district office. M. Crank. Eddins 2nd. M.P.
 - b. **May Financials.** Earley commented that there is still an issue with the Excel formula in the May financials and suggested that the Board wait to approve until the issue is resolved. May financials will carry over to the June meeting. M. Crank. Deegan 2nd. M.P.
 - c. **Trust & Endowment May Statement.** The May T & E statement was included in the May financials that Hart emailed to Board members prior to the meeting.
8. **Old/Continuing Business**
 - a. **District Director's Comments – Updates.** Hart reported that the auditor was pleased with the reports that Happy Data provided. There are a couple of issues with coding that need to be resolved. Hart explained that the reserve fund balance is calculated and entered following the audit. A special document will be filed through the audit to apply the 15k USDA grant award to 2017 financials.
 - b. **TNC, DCED & Grants Updates – LaDonna.** **TNC.** The first TNC program out of the CE Library gear hub is Fly Fishing 101 on July 27. CE staff member Sam Nowell is coordinating the program and David Holt is teaching it. The CE Foundation will help pay for shelves and other storage needs for the shed. **DCED.** Currently focusing on marketing to attract investors and businesses. DCED's last meeting was at Delta Library.

USDA. The first draft of the construction documents should be complete by the end of June.

c. Possible Mil Levy Campaign

i. Update from phone conversation with John Chraska. Hart gave an overview of Every Library's role in assisting library districts in preparing for and running mill levy campaigns. Every Library has assisted with many campaigns in Colorado, including rural districts. Chraska advised that we do not focus on talking about TABOR/Gallagher during the campaign. He said that the District Director needs to be the face of the campaign and that the focus is on face-to-face conversation. Every Library will assist in developing the message.

ii. Review Proposal of work from Triple Point Strategic Consulting. Hart emailed the proposal from TPSC to the Library Board prior to the meeting. TPSC recommends that the district conduct pre-polling at a cost of 10k-15k. The Board discussed pre-polling and other costs associated with running a campaign. Earley reported that she reached out to Tom Huercamp, President of the Delta County Ambulance District, for feedback on how they ran their recent successful campaign. Huercamp recommended that the library district focus on running a grassroots, face-to-face, campaign. He did not recommend hiring a consulting firm or pre-polling. Board Members discussed the need for an economic analysis that TPSC can provide. Huercamp also suggested that we run in May 2019 rather than November 2019. The Board agrees that an economic analysis and future cost projections are needed in order to proceed but not the other services included in TPSC's proposal. Bliss suggested that library managers provide a funding 'wish list' for each library. Whittlesey suggested that Hart contact the auditor to see if they can provide an economic analysis rather than hiring TPSC. The Board agreed that the next step is determining how much money the district needs for the next 10 years. Board and staff members will prioritize gathering the information and statistics needed to project costs. Gunn offered to be the staff member to begin gathering the information needed from managers. Deegan will contact Ed Bliss for assistance with determining what is needed in terms of facility upgrades & repairs. Hart and Eddins will look into who might be able to assist with the process of completing the economic analysis.

d. Summer Reading. Ihnot reported that nearly \$3900 has been raised for SRP, not including donations made by the friends groups. Registration is up in 2018. Ihnot reported that as of the first week of SRP 893 people were registered district-wide. Whittlesey suggested that the friends groups share in covering any shortfall in funding once the final numbers are in. The Board agreed that was a good approach. Ihnot also reported that in the months of June and July there are over 125 programs being offered throughout the district.

9. New Business

a. Policy Updates & Approvals

i. Lactation Policy. Motion was made to approve the Lactation Policy with the discussed changes. M. Deegan. Crank 2nd. M.P.

ii. Purchasing Policy. Motion was made to approve the Purchasing Policy with the discussed changes. M. Deegan. Pettigrew 2nd. M.P.

- b. **Comments on “Meet the Trustee” – Jess Deegan.** Deegan reported that he has only received online questions so far but that he expects more with the possibility of a mill levy campaign.
- c. **Approve Proposal of additional cost to Delta Library Building plans.** Hart gave an overview of the district’s efforts to acquire complete building plans for Delta Library. The goal is to acquire complete mechanical, electrical, and structural plans for the entire building. Dennis Humphry’s plans, paid for by the USDA grant, will not include the 2005 section. A motion was made to approve an expenditure of \$14,900, out of capital funds for the Delta building, to cover the additional cost of including plans for the 2005 section of the building. The 2018 budget will be adjusted to reflect the expenditure. M. Crank, Pettigrew 2nd, MP.

10. Board Member Comments. Pettigrew asked about a 12-week e-course offered by fundlibraries.org at a cost of \$500 to build support of library funding. If Hart wants to take the course, the Board is in support of the cost. Earley commented that the CE Foundation voted to provide up to \$5200 for installing new lighting in CE Library. Deegan commented that on Oct 6 The Abraham Connection is looking for volunteers for a service work day. Whittlesey suggested that the district consider doing outreach to the prison. Chavira commented that Delta Library has a connection with the prison librarian and the DE friends send books to prisoners. Earley suggested that the district make a short video for Lea to use as introduction to group presentations leading up to the mill levy. Whittlesey suggested that there should be five versions of the video that are specific to each community.

11. Adjourn. Earley stated that the next meeting is in HO at 1pm on July 18. M. Eddins. 2nd Crank. M.P. Earley adjourned the meeting at 3:33.

_____ Date _____

Ruth Pettigrew, Recording Secretary