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APPROVED 3/26/2024
LIBRARY BOARD OF TRUSTEES MINUTES
February 27, 2024

ATTENDEES

Library Board Members: Chairperson Robert Conner; Vice Chairperson Jimayne Merkow;
Trustees Theresa DeGraffenreid, Theresa Oliveira

Library Staff: Library Director Timothy DeGhelder; Library Supervisors Vanna Bells, Holly
Traxler; Administrative Services Manager Veronica Hallam, Clerk to the Board

County Staff: Deputy District Attorney Cynthea Gregory

Absent: Trustee Starla Doughty; Library Supervisor Laura Treinen

THE MEETING CONVENED AT 10:00 A.M.

1. PUBLIC COMMENTS.

Chairperson Robert Conner asked for public comment.

There being no public comment, public comment was closed.

2. DISCUSSION ON APPROVAL OF THE AGENDA.

MOTION/VOTE:

There being no public comment, Vice Chairperson Jimayne Merkow made a motion to approve the agenda. Trustee Theresa Oliveira made a second and motion carried unanimously with a 4-0 vote.

**3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE JANUARY 23, 2024
REGULAR MEETING.**

MOTION/VOTE:

There being no public comment, Trustee Theresa DeGraffenreid made a motion to approve the minutes of the January 23, 2024 regular meeting. Trustee Theresa Oliveira made a second and motion carried unanimously with a 4-0 vote.

4. CONSENT CALENDAR.

a. APPROVAL OF GIFT FUND CLAIMS

i. January

ii. February

Gift Fund Claims January / February 2024			
*Do Co Procurement Program	Items for Adult Crafters' Club; 2024 Summer Reading; Mrs. Claus Storytime	5774	\$346.87
*DoCo Procurement Program	Items for Graham Cracker House Decorating	8543	\$ 74.90
*Amazon	Items for 2024 Summer Reading	04686	\$ 506.34
Amazon	Items for Every Child Ready to Read and 1,000 Books Before Kindergarten	04688	\$1,068.5
*Amazon	Grand prizes for 2024 Summer Reading	04697	\$ 575.60
Amazon	Items for Every Child Ready to Read and 1,000 Books Before Kindergarten	04714	\$ 29.98
*Amazon	Items for Dr. Seuss Birthday Extravaganza	04714	\$ 120.48
*Amazon	Items for Alice in Wonderland Tea Party; Blind Box subscription	04699	\$ 408.11
*Amazon	Items for Grinch's Anti-Valentine's Day; Grand prizes for 2024 Summer Reading; Books for Every Child Ready To Read and 1,000 Books Before Kindergarten	04709	\$ 320.86
*DoCo Procurement Program	Items for Dolly Parton's Imagination Library; 2024 Summer Reading; Alice In Wonderland Tea Party; Tiny Free Library; Performance finale 2023 Summer Reading	5774	\$ 1,698.12
*DoCo Procurement Program	Items for Tea Party; Fabric for Summer Reading display DLT	8543	\$ 49.57
DoCo Procurement Program	Patron Game Table supplies	8235	\$ 86.94

Amazon	Books funded by READING Paws Donation	04720	\$ 167.04
*Amazon	2024 Summer Reading incentives	04719	\$ 159.68

*Funding/partial funding by Friends of the Library

MOTION/VOTE:

There being no public comment, Trustee Oliveira made a motion to approve the consent calendar. Trustee DeGraffenreid made a second and the motion carried unanimously with a 4-0 vote.

5. DISCUSSION AND REVIEW OF BUDGET PERFORMANCE REPORT SUMMARY AND GIFT FUND SUMMARY.

a. 1/31/24

Chairperson Conner asked for public comment. There was no public comment.

Chairperson Conner commented that he noticed that last month the library had \$200,000 year to date in encumbrances and this month the library is down about \$25,000. The library is still over budget but progress is being made to get those encumbrances down. Director DeGhelder noted that he met with the Assistant County Manager to go over the supplemental requests he submitted and he feels confident that they will be approved. He stated that he will be offering a PowerPoint presentation to the Board of County Commissioners on March 26th to discuss the budget and supplemental requests. Chairperson Conner and Vice Chairperson Merkow will be there for support and Tim encourages the other board members to attend as well. Tim will share the slides of his presentation to the trustees during the board meeting that morning which takes place the same day. He noted that he will also discuss how the library’s strategic plan fits with the county’s strategic plan and why this funding is necessary.

MOTION/VOTE:

There being no public comment, Trustee Oliveira made a motion to approve the budget performance report. Vice Chairperson Merkow made a second and the motion carried unanimously with a 4-0 vote.

6. DISCUSSION AND REVIEW OF LIBRARY GRANT SUMMARY REPORT AND ACCEPTANCE OF 22 FREE MEMORY CARE KITS AS PART OF THE LIBRARY SERVICE AND TECHNOLOGY ACT’S (LSTA) FUNDED ADULT SERVICES INITIATIVE.

a. Grant Award

- i. Acceptance of 22 free Memory Care Kits that the library will receive as part of LSTA’s funded Adult Services Initiative, to support public libraries in their efforts to meet the evolving informational needs of older community members.

Director DeGhelder explained the process in receiving the Memory Care Kits from the state library and how they will circulate in the library's collection. He noted that the library will do some outreach to assisted living facilities, senior centers and other memory care centers to promote the kits. These kits will help to stimulate the minds of our senior community and although they are geared towards older adults, anyone can use them.

MOTION/VOTE:

There being no public comment, Trustee Oliveira made a motion to accept the grant summary report and the 22 free Memory Care Kits. Vice Chairperson Merkow made a second and the motion carried unanimously with a 4-0 vote.

7. DISCUSSION AND REVIEW OF THE CURRENT DOUGLAS COUNTY PUBLIC LIBRARY BYLAWS.

Chairperson Conner commented on the meeting section in the bylaws that agenda setting meetings are open to every member of the board, it just has to be limited to two. He stated that in attendance at the meetings are generally the chair, vice chair and the director, however if a trustee wants to attend the meeting just let him know and he will step aside so that member can attend. Trustee DeGraffenreid suggested that it would be better if members of the board were put on a rotating schedule to attend the meetings rather than just tell Chairperson Conner they would like to attend a meeting. Chairperson Conner stated either way because at any point any member can tell Tim or Veronica that they would like something added to the agenda. Deputy District Attorney Cynthea Gregory stated that the bylaws govern how the board runs the meeting and the last time the bylaws were updated was in March of 2022 when the board added a Trustee Code of Conduct section that has been helpful. She noted that she reviewed the bylaws and wanted to point out a couple sections she is suggesting the board consider changing but it's entirely at the board's discretion to do so. Areas to which suggested changes were discussed was the date to elect a chairperson; open meeting law new posting process; dates on when to update the board on legislative items; specific dates to the calendar to complete certain processes.

There was a short recess at 10:44 A.M. and when the meeting resumed at 10:46 A.M. the board discussed the suggested changes further and asked that Deputy District Attorney Gregory redline the changes, the board can review the changes and take a vote at the next meeting.

8. DIRECTOR'S MONTHLY REPORT ON LIBRARY OPERATIONS AND STATISTICAL REPORT FROM STAFF.

The director's monthly report and staff's statistical reports are attached and made a part of these minutes.

Holly updated the board on youth programming and the reorganization of the children's area. She introduced the board to a new concept the library is trying to get the teens to read more and read more of a variety of books and that is the new mystery box. She noted that part of reading advisory is the library asks teens what books they would like to read and the library matches that up with three books that are not circulating, puts them in a box and that becomes the mystery

box. The idea is to encourage teens to read more outside of the box so to speak. Vanna mentioned to the board that Luise Davis will be attending the Mountain Plains Library Association (MPLA) conference in May. This is Luise's last year as the association's recording secretary which requires her to attend the conference and the library has submitted for a reimbursable grant to help fund the trip. She noted that Luise has represented the MPLA for a long time and is an asset to the association.

9. CLOSING PUBLIC COMMENTS.

Chairperson Conner asked for public comment.

Trustee Oliveira commented that she has completed all of her trustee training. Chairperson Conner thanked the Friends of the Library and commented that they often include in the Record Courier activities and events that are taking place at the library.

There being no further public comment, public comment was closed.

MEETING ADJOURNED AT 11:15 A.M.