

**AGENDA**  
**Eaton Public Library Board of Trustees**  
**June 2, 2021**  
**5:30 pm**  
**Old Town Hall Council Chambers, 223 1<sup>st</sup> Street**

1. Call to Order
2. Approval of the Agenda
3. Public Comments
4. President's Report
5. Friends of the Library Report
6. Director's Update
7. Approval of the Consent Agenda
  - a. Minutes of May 5, 2021
  - b. Director's report dated May 2021
  - c. Financial Report May 2021
  - d. Invoice Summary May 2021
8. Items removed from the Consent Agenda
9. Committee Reports
  - a. Space Plan
  - b. Strategic Plan
  - c. Events
  - d. Policy
  - e. Financial/Budget
  - f. Art Task Force
10. Old Business
  - a. United for Libraries – Shelley
  - b. Review of Action Steps
11. New Business
12. Action Steps
13. Board Comments
14. Adjourn

Next Meeting: July 7, 2021 at 5:30 pm

EPL Library Board Meeting Notes – FINAL

May 5, 2021

Location – Eaton Town Auditorium

EPL Board Present:

Julie Finn – President

Maureen St. Peter – Vice President

Shelley McLatchie – Secretary

Nomie Ketterling – Board Trustee (via Zoom)

Michael Yancey – Board Trustee

Others Present:

Brenda Carns – Library Director

1. Call to Order – Meeting called to order 5:35 p.m. by President Finn.
2. Approval of Agenda – Trustee Yancey made a motion to approval the agenda, VP St. Peter second, all in favor, agenda approved.
3. Public Comments – No members of the public were in attendance for comment.
4. Report of the President –
  - a. Any requests of staff or Director Carns' time or activity involvement should be held until July, after the remodeling is complete. If any requests go to Director Carns or the staff, please copy President Finn. President Finn also asked that any committee work involving Director Carns be tabled until after July.
  - b. President Finn attended the Friends meeting and noted the elections of officers as indicated of the attached Friends report.
  - c. Prior to the start of this meeting, Director Carns presented the board with the latest Executive Order by Governor Polis and several pages of COVID statistics. President Finn along with Trustee Isbell have received several patron and community calls regarding the mask mandate within the library. After much discussion, Trustee Yancey made a motion that no masks would be required inside the library, and limit the occupancy of 10 persons. President Finn noted she would use Trustee Isbell's proxy vote. The board voted 3 opposed and 2 in favor, the motion failed. The current mask requirement will be upheld within the library and will be revisited at the June board meeting.
5. Friends of the Library Report – The April Friends report was attached to the board packet.
6. Director's Update – Director Carns indicated her full and comprehensive report was attached to the board packet for review, and highlighted the following items:
  - a. The shelving has been moved, however, the start date for construction to begin has been pushed to May 22 to allow for the longer lead time of some fixtures to arrive. The High Plains District IT department will visit the library on May 20, 2021 to move and set up all the computer equipment for the staff to begin working temporarily out of the activity room until all construction is complete.
  - b. The summer reading program has kicked off and the library is seeing a great deal of participation.
  - c. Director Carns handed out the breakdown of the insurance claim and restoration cost of the water damage to the board.
  - d. Director Carns noted due to the staff's efforts and organization, the basement is looking wonderful.
  - e. Director Carns passed out a sign up sheet for the board to participate with the staff for Eaton Days.

7. Approval of the Consent Agenda – Trustee Yancey made a motion to approve the consent agenda, VP St. Peter second, all in favor, consent agenda approved.
8. Items Removed from the Consent Agenda – None at this time.
9. Committee Reports
  - a. Strategic Plan – President Finn indicated the Strategic Plan Committee will meet this month.
  - b. Events – Secretary McLatchie indicated no update.
  - c. Space Plan – Secretary McLatchie indicated nothing more to add from Director Carns report. Trustee Yancey indicated he had a meeting with the staff regarding Maker Space and would formalize those notes to the Space Plan Committee. President Finn asked that this committee be moved to the end of committee reports for the next meeting.
  - d. Policy – The Policy Committee met to discuss updating the Meeting Room policy. A revised policy was handed out for the board to vote on at the June meeting.
  - e. Finance – Trustee Ketterling asked Director Carns for clarification of the utility percentage overage on the budget.
  - f. Art Task Force – Trustee Ketterling indicated the Art Task Force has become a creative energy and great flow of ideas. The Art Task Force will meet this month and begin to focus on the “type” of art. Ideas regarding bringing our library logo to life was mentioned.
10. Old Business
  - a. United for Libraries (UFL) – Secretary McLatchie handed out UFL’s resource for May regarding better communication!
  - b. New Trustee Vacancy – Secretary McLatchie noted a portion of the committee of President Finn, VP St. Peter, Trustee Yancey and herself interviewed a total of three candidates for the trustee vacancy. The committee recommends to the board Dennie Kutcher to fill the board trustee vacancy. Secretary McLatchie made a motion to approve Dennie Kutcher, VP St. Peter second, 4 votes in favor, 1 abstained. Motion carries. Director Carns will set up Mr. Kutcher with a town email and ask him if he would like to attend the town hall meeting May 20<sup>th</sup> for his appointment to the board. Trustee Yancey indicated he would also attend the Town Council meeting. Secretary McLatchie will notify him of One Drive training on June 2, 2021 at 5pm prior to the board meeting for the Board Book.
  - c. Review Action Steps – Action items open from April meeting:
    - i. Trustee Ketterling to request a speaker for volunteerism for late fall presentation.
    - ii. Former Trustee Sloan to continue working on Jerry Krois memorial plaque to be displayed after the library renovation is complete.
    - iii. Director Carns to work with President Finn on August/October board training.
11. New Business
  - a. Trustee Ketterling indicated the Art Task Force will meet May 15<sup>th</sup> at 10am in the town auditorium.
12. Action Steps
  - a. Board will review mask mandate/Governors Executive Order at June board meeting.
  - b. Trustee Yancey will formalize his meeting notes from the staff space plan meeting regarding makers space.
  - c. Director Carns will review the utility bill budget overage.
  - d. Director Carns and President Finn will meet regarding August/October board training.
  - e. Board to review the revised meeting room policy to vote on in June.
  - f. Board will meet at 5pm June 2<sup>nd</sup> for One Drive training prior to the board meeting.
  - g. Trustee Yancey to attend the Town Council meeting in May for Trustee Kutcher appointment.

13. Board Comments –

- a. Director Carns indicated Crystal with the State Library is resigning and moving with her family east.
- b. President Finn noted the next few months at the library will be hectic with renovation and workers and noted Director Carns always has the boards support. President Finn indicated to keep up moral to offer frequent pizza parties to the staff.
- c. Secretary McLatchie noted that the comradery and creativeness of the current staff is wonderful.

14. Trustee Yancey made a motion to adjourn, VP St. Peter second, all approved. Meeting adjourned at 6:38 p.m.

Respectfully submitted,  
Shelley McLatchie  
EPL Board Secretary

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

We have an awesome Summer Reading Program with great artwork, prizes, and virtual programs. It was launched on May 17. This tradition is in response to concerns by teachers and parents about the documented loss of reading ability which occurs over the summer when school is out. Take and Make Kits continue to be highly prized by parents, children, and adults, and are an important component of this year's SRP promotion. Neal worked very hard to get great prizes donated as rewards for participants. All the staff has collaborated to improve the efficiency and useability of the program. Adults are enjoying their participation, too.

It is remarkable to see the staff's enthusiasm, care and hard work that is bearing fruit now, especially when you consider the additional demands on staff time with the planning and implementation of the remodel. They have taken it all in stride and with good spirits.

As we know, the stress caused by the COVID pandemic remains. Our staff has chosen to continue wearing masks into the foreseeable future. We believe it is in the best interest of our patrons and each other to continue doing so. Since seven out of eight of us are vaccinated, we hope that we will all continue to be COVID free. Like most libraries, we are no longer quarantining returned books, but we are still providing masks and hand sanitizer to the public.

**Customer Service and Community Relations**

- We were approached to provide teen work opportunities by Weld Works 4 Youth for June and July. They will pay all costs for two local youths to gain employment and transferable skills by working here. Kate volunteered to train and supervise them. They will help with shelving, making kits for the public, and doing miscellaneous projects for the program librarians.
- The public is responding well to our Summer Reading Program (SRP) with 357 registered as of May 26<sup>th</sup>! This is a very robust response and we are only into our 2<sup>nd</sup> week of registrations. More details about SRP follow below.
- Neal and Katie are collaborating to plan outreach opportunities for the Boys and Girls Club and the Recreation Center this summer. Staff is working on guidelines for implementing in person programs. They are looking for ways to manage health concerns with in-person programs. Most libraries are limiting attendance to 10 or less per program. HPLD has drafted guidelines which we will find helpful in establishing them for EPL.
- Ellen has gathered objects for the Historical Society Time Capsule and made arrangements with Nomie who will take them to the Historical Society.

**Organizational Growth**

- Makerspace supplies and equipment which are being ordered or have been acquired include:
  - greeting card maker (have)
  - button maker (have)
  - makey makeys (a kit for 12 has arrived)
  - sewing machines (have)
  - embroidery machine (planned)
  - craft/making stuff supplies (have and are acquiring)
  - 3D printer (selected)

- Laser cutter (selected)
- Kate ordered a selection of new bilingual and Teen books; Neal ordered more children's books; Ellen has had several specific book purchase requests from patrons and has been working on updating the adult standing order list.
- Special projects staff is working on / in progress: relabeling all the Beginning Readers so that all stickers and call numbers match; updating website, Facebook, and Instagram; labeling Teen books by their series and number.

#### HR Management and Facilities

- Judy plans to return to work in August and will be doing children's programs in the park.
- The remodel is progressing well after a two-week delayed start date, due to a shortage of construction materials. Carolyn Klassen, the construction contractor, is easy to work with. She takes the time to answer my questions and address any concerns I might have. Shelley has demonstrated valuable knowledge and asks a lot of good questions. Dan and Beth will attend our June and July board meetings to give in person updates to the board and to answer any questions the board may have.
- The set up for the temporary workspaces is excellent and patrons are finding the north entrance without difficulty. Ellen organized the extra supplies and moved them down to the basement and Kate and Katie directed the set up of the new circulation desk. HPLD provided great outdoor directional signage which is very effective. The whole staff have worked very hard and have made the transition a successful one.
- I found another library, Oak Creek Library of South Routt Library District, that is thrilled to have our tall shelves for their new library. They are coming next week to haul away the 93" shelving units which were taken from the former book sale area. That will be a big relief and create a much more open feel to the event room for the next two months.
- I have given away most of the heavily used furniture and am trying to sell what is still in good condition. I offered it to local non-profits, the Town office and Benjamin Square, the Member Library Directors, and the state-wide library community.
- Kate and Katie took a webinar about adding diverse books to the collection facilitated by Donalyn Miller; learned a lot and wrote down several new titles.

#### Administration

- I have been very busy with overseeing the library side of the remodel, answering questions of staff, contractors, and our space planning representatives, in addition to my normal duties.
- I checked on our expenditures for Utilities to determine if we have higher spending that is budgeted or is higher than in the past. I reported to Nomie, who raised the question as part of the budget committee report last month, that it is on target with the amount which should be spent. It is not over budget and not higher than expected.
- The hiring of an assistant who will help with administrative support and work the library circulation desk is temporarily on hold, due to the increased demands on my time with the construction project.

#### Board of Trustee Relationships:

- Nomie is working with Ellen to set up an outreach table at the Senior Resource fair in early June. They will showcase the Summer Reading Program and our remodel progress.
- Kate and I are working with trustees to update the strategic plan and along with Katie, on space planning.

- Program staff and I met with Michael on Makerspace needs. Michael will explain more at the Board meeting.

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

- We have 143 followers on Instagram and 1,479 followers on Facebook.
- Kate started a new program called ASL (American Sign Language) Chat for people to informally learn and converse in ASL; have had two weeks and three families so far.
- Ellen and Neal collaborated on a special Mother's Day Tea virtual party that involved everyone in the family; kids got to decorate a hat for mom and a hat for themselves; adults got to decorate hats also; families could sign up for the virtual Zoom tea party with some games and activities; tea kits with a cute tea set, tea, cookies, and chocolate were available for pick-up in the library; 14 people picked up a tea set and were very excited about this opportunity
- Kate and Katie did their fourth TRilingual storytime (Spanish, ASL, and English) on Facebook; it was the most popular of the four we've done so far.
- Kate, Katie, and Neal finished up school outreach for SRP (Summer Reading Program) with a few virtual visits and flyers to all the public schools and two Christian schools; many kids brought the flyer to the library excited to sign up for SRP.
- SRP is up and running; early sign-up started May 17th, and as of May 21st, we have 218 people registered; all materials are printed and ready to go; families have been very excited to get started.
- Neal's Artemis program is well attended as always.
- Katie continued Cafe y Conversaciones for English and Spanish conversational practice; attendees are very regular.



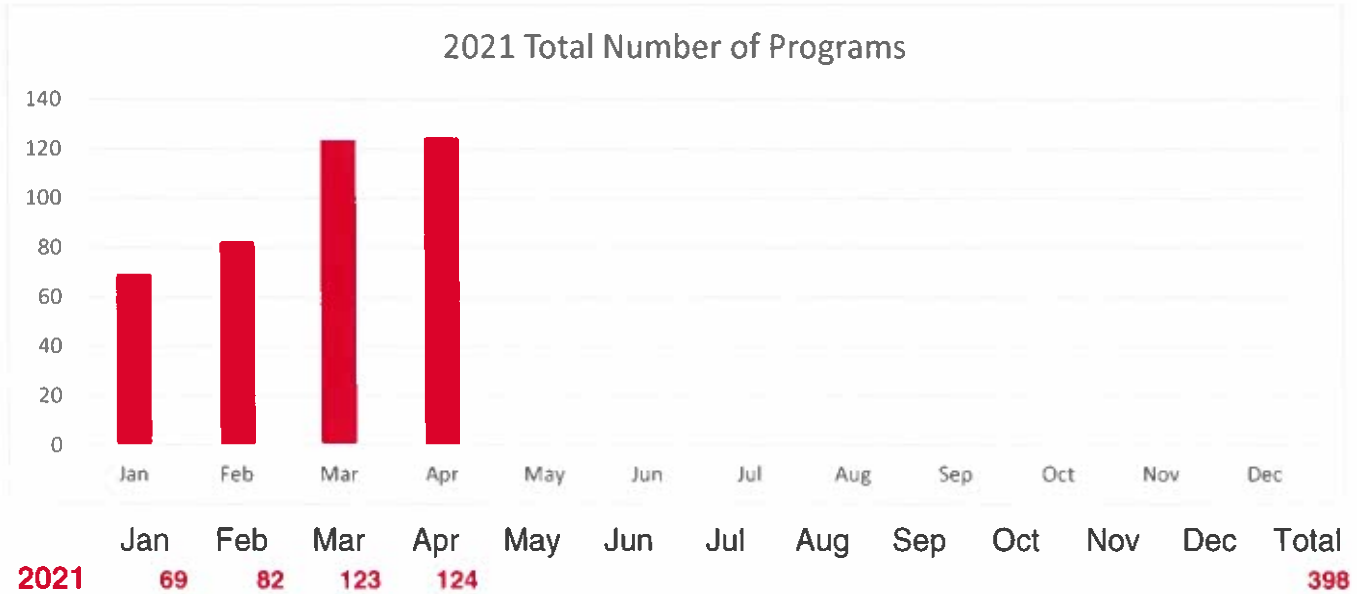






# Eaton Library 2021 Program Count Statistics

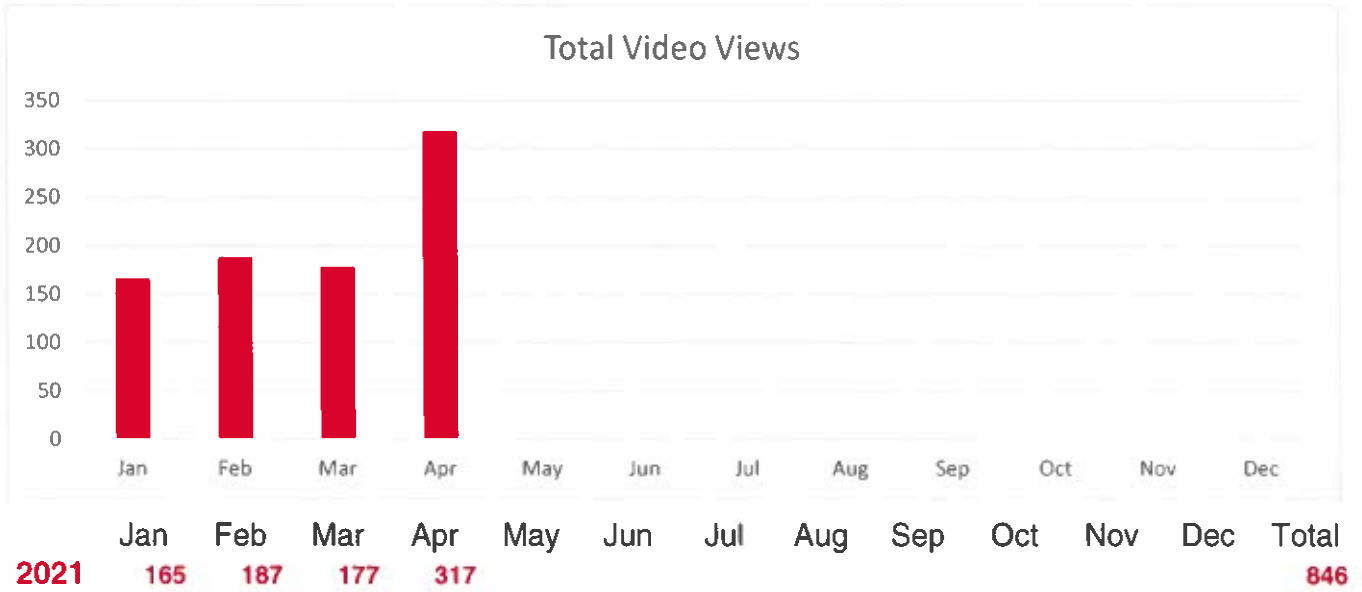
## Total Number of Live Programs



## Live Program Attendees



## Video Views



## Take and Make Crafts



# Eaton Public Library    Income & Petty Cash    May 2021

Date	Description	+	-	Comments
May 1, 2021	In Drawer	\$150.00		
May 25, 2021	Deposit	\$115.00		\$100 donation - Jack Kramer as memorial to Beverly Kramer
May 26, 2021	In Drawer	\$150.00		

**Payments**

Date	Petty Cash - Paid Out	Total	Comments
	<b>Total</b>	<b>\$0.00</b>	

Date	Other Activity	+/-	Comments

Town of Eaton

Library Fund

Revenue & Expense

	Month Ending 3/31/2021	YTD 3/31/2021	Budget Full Year	Percentage Used	Budget Variance
<b>REVENUES:</b>					
Property Taxes	166,124.09	171,779.37	1,506,538.00	11.4%	(1,334,758.63)
Fines & Miscellaneous	0.00	42.78	3,000.00	1.4%	(2,957.22)
<b>TOTAL REVENUES:</b>	<b>166,124.09</b>	<b>171,822.15</b>	<b>1,509,538.00</b>	<b>11.4%</b>	<b>(1,337,715.85)</b>
<b>EXPENDITURES:</b>					
Head Librarian	5,960.00	17,880.00	78,986.00	22.6%	61,106.00
Assistant Librarians	19,860.03	52,819.89	445,616.00	11.9%	392,796.11
Employee Benefits	1,897.08	4,325.00	131,151.00	3.3%	126,826.00
Operating Supplies	516.43	1,810.62	18,000.00	10.1%	16,189.38
Public Relations	378.82	596.82	10,000.00	6.0%	9,403.18
Postage	0.00	0.00	500.00	0.0%	500.00
Communications	0.00	1,044.84	4,500.00	23.2%	3,455.16
Mileage Reimburse	0.00	0.00	2,800.00	0.0%	2,800.00
Training	53.45	94.46	11,500.00	0.8%	11,405.54
Insurance	0.00	15,000.00	14,000.00	107.1%	(1,000.00)
Contract Services	3,167.79	7,528.95	36,000.00	20.9%	28,471.05
Utilities	985.33	3,768.38	15,750.00	23.9%	11,981.62
Repairs & Maintene	568.80	(129.26)	20,000.00	(0.6%)	20,129.26
Media	408.95	707.54	26,000.00	2.7%	25,292.46
Print	0.00	548.47	32,000.00	1.7%	31,451.53
Periodicals	150.05	718.42	4,900.00	14.7%	4,181.58
Library Programs	571.51	1,698.93	30,000.00	5.7%	28,301.07
Maker Space			25,000.00	0.0%	25,000.00
Equipment Acquisit	0.00	0.00	20,000.00	0.0%	20,000.00
Capital Projects	(11,095.00)	(4,055.96)	752,769.00	(0.5%)	756,824.96
<b>TOTAL EXPENDITUR</b>	<b>23,423.24</b>	<b>104,357.10</b>	<b>1,679,472.00</b>	<b>6.2%</b>	<b>1,575,114.90</b>
<b>NET SURPLUS/(DEFI</b>	<b>142,700.85</b>	<b>67,465.05</b>	<b>(169,934.00)</b>	<b>(39.7%)</b>	<b>237,399.05</b>

# Eaton Public Library Invoices May 2021

Date	Invoice #	Description	Expenditure	Code
4/22/2021		Century Link-April charges	\$350.73	7510
4/28/2021		Poulsen Ace-garden supplies, trash bags	\$46.56	7215
4/30/2021		NWH-graduation issue ad	\$500.00	7216
5/1/2021		Key People-cleaning services	\$1,565.00	7315
5/5/2021		Shelf Image Inc.- deposit on furniture	\$45,918.60	9150
5/5/2021		Eaton Days Arts & Crafts Fair-booth fee	\$100.00	8600
5/6/2021	3249	WSI-moving services	\$6,120.00	9150
5/6/2021	5501	Colorado Comfort Systems-heating/ac maintenance	\$694.96	7315
5/15/2021	5312	HPLD-Books \$1018.11 (8510) Media \$7.49 (8211)	\$1,025.60	see left
5/25/2021	2021	Eaton Area Chamber-membership dues 2021	\$100.00	7216
5/25/2021	201835ES-10	Wember Inc.-construction admin. 4/01-5/30	\$6,194.86	9150

**Total \$62,616.31**

## Visa Credit Card Charges - Brenda

4/2/2021		Demco-copy paper	\$102.93	7215
4/5/2021		Zoom-charge for one account	\$158.75	7215
4/7/2021		Coloradoan subscription	\$61.01	8520
4/9/2021		Amazon-supplies for Mother's Day tea	\$54.97	8600
4/8/2021		Amazon-supplies for Mother's Day tea	\$10.88	8600
4/9/2021		Amazon-poster for diversity program	\$45.85	8600
4/9/2021		Oriental Trader-SRP supplies	\$114.80	8600
4/10/2021		Zoom-charge for 2nd account (of 3)	\$158.75	7215
4/11/2021		Amazon-frog cut outs and ASL poster	\$39.94	8600
4/13/2021		Demco-DVD and CD cases	\$129.34	7215
4/17/2021		Amazon \$40.50 books(8510) \$29.45 air freshener, stamp (7215)	\$69.95	see left
4/23/2021		Zoom-cloud storage	\$42.36	7215
4/30/2021		Heritage Market-staff celebration lunch (bookshelves moved!)	\$27.13	7240

<b>Total</b>				<b>\$1,016.66</b>	

**Visa Credit Card Charges - Neal**

Date	Description	Expenditure	Line #
4/1/2021	King Soopers; Strategic Cuisine (ingredients)	\$23.06	8600
4/3/2021	Amazon Web Services (Online Artemis)	\$2.34	8600
4/15/2021	Michaels; Kids Craft (Cardstock & Flowers)	\$8.48	8600
4/16/2021	King Soopers; Book Bites (Muffin & Biscuit ingredients)	\$15.46	8600
4/18/2021	Michaels; Kids Craft (Caterpillar supplies)	\$12.82	8600
4/18/2021	Dollar Tree (bags for craft projects)	\$6.00	8600
4/25/2021	Michaels; Adventures & Kids Crafts (Paper, paint, craft sticks)	\$47.79	8600
4/26/2021	Hobby Lobby; SRP (paper for posters)	\$8.99	8600
5/1/2021	King Soopers; Strategic Cuisine (ingredients)	\$26.21	8600
<b>Total</b>		<b>\$25.40</b>	

<b>Katie Credit Card Charges</b>			
Date	Description	Expenditure	Line #
4/2/2021	Library Store-Beginning Reader" stickers for spine labels of easy reader books	\$20.89	7215
4/5/2021	Dollar General-cotton balls for bunny preschool craft	\$7.00	8600
<b>Total</b>		<b>\$27.89</b>	
<b>Kate Credit Card Charges</b>			
Date	Description	Expenditure	Line #
No Charges in April			
<b>Ellen Credit Card Charges</b>			
Date	Description	Expenditure	Line #
4/1/2021	Heritage Market: Snack Bags	\$4.13	8600
4/14/2021	NAPA Auto: Fuses and funal	\$26.86	8600
4/22/2021	Greeley ARC Thrift: Cups and Saucers	\$23.98	8600
4/22/2021	Dollar Tree: Flowers	\$4.00	8600
4/25/2021	Etsy- GiftBagTime: SRP Display Board Cut Outs	\$126.66	8600



				<b>Total</b>	<b>\$185.63</b>	
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**Approved for Payment by:**

\_\_\_\_\_  
 Eaton Library Board      Date

# EPL committee report form

Committee: Art Task Force Meeting Date(s): 5/15/21

Members Attending:

Brenda C., Nannie K., Katie L.,  
David W.

Type of Committee Report:

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

Brief statement of committee issue / area reporting:

Met @ Town Hall - Sat am  
decided to send out "RFP" to  
call up artist!!

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?):

Art procurement for outside  
space - library in 2021.

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

Continue contact w/ email -  
to obtain artists input for  
decisions re making / funding.

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: 381 3417 Email: Nannie K.

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