

AGENDA
Eaton Public Library Board of Trustees
February 5, 2020
5:30 pm

1. Call to Order
2. Approval of the agenda
3. Report of the President
4. Report of the Friends of the Library
5. Director's Update
6. Approval of the Consent Agenda (Members can request any items be removed from Consent)
 - a. Meeting Minutes of January 18, 2020
 - b. Director's Report
 - c. Financial Report
 - d. Invoices
7. Items removed from the Consent Agenda
8. Old Business
 - a. Strategic Plan
 - b. Update - Employee's Council
 - c. Schedule Next Planning Meeting
 - d. Committee Updates
9. New Business:
 - a. Board Survey Results
10. Action Steps
12. Adjourn

Next Meeting: March 4, 2020 at 5:30 pm

Eaton Public Library Board of Trustees
Board Planning Day
January 18, 2019
8:00am - 2:00pm

Present:

John Isbell - President
Julie Finn - Vice President
Maureen St.Peter - Secretary
Nomie Ketterling - Trustee
Dave Sloan - Trustee
Shelley McLatchie
Marlene Richter - Trustee

Staff Brenda Carns, Library Director

1.) Call to Order. Declaration of quorum.

President Isbell called the meeting to order at 8:57 a.m., January 18th, 2020 and declared a quorum.

2.) Approval of agenda - Trustee St.Peter made the motion and Vice President Finn seconded. Motion passed.

3.) Directors Report - see attached

4.) Space Planning - Meeting with Paul Wember and Beth O'Neil from Wember Tuesday @ 6:00p.m. to do a walk through library with discussion and review surveys. After meeting Wember will determine what libraries to tour on Saturday, February 1st.

Space planning survey - questions do not seem clear will have Wember review Tuesday and update survey questions. Suggestions for surveys to go out in utility bills, school district, supermarket on bulletin board, front entrance table at library, Eaton Recreation Center. Per Shelley copies can be made for .09 cent per sheet.

5.) Mission Statement - open discussion, no change at this time. Will continue to review through out the year.

6.) Strategic Plan - Year in review. Successes in 2019- expanded reading program, Holocaust Survivor Program possibly increase donation over time. Hired Spanish speaking library assistant which has opened communications with the Hispanic community.

Strategic Plan will be archived when additions or changes are made.

7.) Trustee Policy Book - Dave suggested reviewing a goal/task area at each Board Meeting in 2020. Review all areas for future to plan for 2021.

Review material policy - Need: HR Policy and Meeting Room Policy

Discussion: Grievance Policy discussed- John and Julie met with staff and Brenda individually to discuss
- John and Julie to meet with Employers Council and will find out next steps

Follow Up: Review evaluations/ create job descriptions.

Meet with employer Employers Council

Brenda contact Jerry Lewis for leadership/ staff/ board development

8.) Rules for Trustee - trustee roles cross train, share information, history. Seasoned trustees mentor newer board members. Handout given from CAL Conference Public Library Board & Trustees Pocket Handbook.

9.) Committees - List created for 2020 - see attached.

10.) Assistant for Brenda - Requested 20 hours per week but agreed to try to have someone within the current staff. Brenda states this will help keep her organized and more on track.

11.) Upkeep of Library Grounds - discussion. Committee will follow up on possible companies to hire or person to be grounds keeper and building maintenance.

15.) Julie made motion to adjourn meeting, Marlene seconded. Meeting adjourned 2:30 p.m.

Next Board Meeting : February 5th, 2020

Respectfully submitted,

Maureen St.Peter, Secretary

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

I met with Jerry Lewis as discussed at our Board Planning meeting. I look forward to working with him to improve the systems we have in place for communication, team building and workplace routines.

One of the first things he suggested was that I work with the board to create a template for my monthly report which reflects the areas which you consider most important for updates. This is the first report which will work towards this goal. I would appreciate your help, by adding categories you feel are a priority and what type of information you want about these topics. I have gone to a bullet format to shorten the document. Please ask me for more information about these topics or other subjects if you want more details.

Please note that the High Plains Library Board has changed the date they will meet in Eaton for their Board meeting. It is now March 16th at 5:00 pm.

Board Action Steps

- I met with Jerry Lewis about Executive Coaching and Team Development
- I met with Employers Council three times to organize and begin updating job descriptions and staff evaluations

Personnel

- I enlisted Ana to assist me with clerical tasks
- I sent sample job descriptions and evaluations to Employers Council and completed one job description update
- I talked with Jeff about plan to update Employee Handbook and job descriptions; he will rely on Employers Council rather than the town attorney for advice and help in employment issues now
- Teri Lucero who normally does our Leap Frog Bilingual Programs filled in for Wiggle Worms and Lapsit a few times in January when Judy was too sick to come to work; she has a teaching background, loves children and is well liked by the children and their parents

Programs

- Program staff is boosting certain programs on Facebook (\$17.39 for 3 for bilingual outreach)
- Neal's Poetry Playdate met twice and had several families at each session
- Neal acquired a new button maker acquired as part of STEAM grant purchases; a materials cost of \$.15 will be collected per button made when not part of a library sponsored program
- Neal's Friday Kids Craft is attracting families from as far as Greeley
- SRP is scheduled between June 1st – July 31 and is "Imagine your Story"
- Katie switched Spanish Story Times to Monday evenings and it has facilitated more attendance
- Katie's ESL has also grown to 6 adults attending the class
- Spanish language classes have shrunk but are faithfully attended by 6 adults; it may be because it is not a beginning language class but a continuation class

Facility

- I hired Roger Entmer, a part time grounds and facility person at the Recreation Center, to assist me on an hourly basis with facility and landscape upkeep starting, February 4th
- Roger's first task will be working with the tile repair person to complete those repairs
- The plumber fixed overflowing urinal
- Routine quarterly maintenance completed on all heating units by Colorado Comfort
- Two light ballasts were replaced by Delaney electric and Tommy replaced a number of bulbs which were burned out

Technology

- Contacted District as follow up to 10 new laptops for staff and public
- Sam's Beginning Word class has been rescheduled to February 28 at 11 am

Networking and Collaboration

- Neal and I met with Recreation Center coordinators to identify ways to collaborate
 - SRP Pool Party
 - Recreation Guide
 - 4 times per month story times with Judy
 - New afternoon program with Neal
 - Outreach tables at recreation center
- Neal distributed 100 free books to 66 children at Galeton Boy's and Girls Club who couldn't afford to buy books at their Book Fair
- Neal is seeking donated computers to use for Artemis that have more capacity than our laptops
- Neal secured a promise from Bank of Colorado for SRP prizes; they agreed to sponsor a gift basket for the adults, a \$2.00 bill for every child and teen who signs up and \$100.00 savings accounts for them if they complete the whole program
- The Free Our Girls program drew about 25 people and promoted collaboration between the library, the schools and Ten24 Coffee Shop
- Sam contacted the middle school and high school about promoting SRP in May at the schools this year

Town of Eaton
Library Fund
Revenue & Expense

	Month Ending 12/31/2019	YTD 12/31/2019	Budget Full Year	Percentage Used	Budget Variance
REVENUES:					
Property Taxes	0.00	949,265.58	949,266.00	100.0%	(0.42)
Fines & Miscellaneous	448.35	3,542.96	4,000.00	88.6%	(457.04)
TOTAL REVENUES:	448.35	952,808.54	953,266.00	100.0%	(457.46)
EXPENDITURES:					
Head Librarian	5,971.20	71,654.40	74,350.00	96.4%	2,695.60
Assistant Librarians	17,560.10	229,541.41	276,360.00	83.1%	46,818.59
Employee Benefits	5,028.05	62,128.39	39,900.00	155.7%	(22,228.39)
Operating Supplies	1,170.72	11,382.43	17,000.00	67.0%	5,617.57
Public Relations	26.08	3,408.31	10,000.00	34.1%	6,591.69
Postage	0.00	35.64	500.00	7.1%	464.36
Communications	307.22	3,481.94	4,000.00	87.0%	518.06
Mileage Reimbursements	196.36	1,184.35	2,500.00	47.4%	1,315.65
Training	(2,000.00)	2,571.34	9,000.00	28.6%	6,428.66
Insurance	224.60	20,621.70	18,250.00	113.0%	(2,371.70)
Contract Services	3,051.09	25,530.05	36,000.00	70.9%	10,469.95
Utilities	1,176.52	14,152.67	20,000.00	70.8%	5,847.33
Repairs & Maintenance	82.50	6,806.24	20,000.00	34.0%	13,193.76
Media	127.23	20,907.26	20,000.00	104.5%	(907.26)
Print	3,169.42	29,146.87	37,000.00	78.8%	7,853.13
Periodicals	55.00	3,388.68	3,500.00	96.8%	111.32
Library Programs	1,189.57	29,774.62	30,000.00	99.2%	225.38
Equipment Acquisition	0.00	0.00	20,000.00	0.0%	20,000.00
Capital Projects	0.00	0.00	25,000.00	0.0%	25,000.00
TOTAL EXPENDITURES	37,335.46	535,716.30	663,360.00	80.8%	127,643.70
NET SURPLUS/(DEFICIT)	(36,887.11)	417,092.24	289,906.00	143.9%	127,186.24

Eaton Public Library Income & Petty Cash

Jan-20

Date	Description	+	-	Comments
January 1, 2018	In Drawer	\$150.00		
January 29, 2020	deposit	\$116.28		deposit
	In Drawer	\$150.00		

Payments

Date	Petty Cash - Paid Out	Account	Comments
December 23, 2020	Tommy Redfern	7520	Changed light bulbs
January 3, 2020	Tommy Redfern	7520	Changed light bulbs
January 11, 2020	Katie Rich	8600	Ingredients- cooking program
January 14, 2020	Brenda	7240	Lunch meeting-directors
January 24, 2020	Tommy Redfern	7520	Changed light bulbs
	Total		\$87.94

Date	Other Activity	+	-	Comments
January 15, 2020	Reimbursement	\$151.50		Deposited with town

Eaton Public Library

Jan-20

Invoices Submitted to Town Administrator
For Immediate Payment

1/1/2020	575349	Unique Management-collections	\$44.75	7315
1/1/2020	575350	Unique Management-collections	\$11.80	7315
1/1/2020	99117997	Xerox-lease	\$323.76	7315
1/2/2020	1615	NWH-ad	\$168.00	7216
1/6/2020		Kevin Cook-Dec., Jan programs	\$150.00	8600
1/11/2020	541481	The Light Lady-replacement bulbs for Children's room	\$139.80	7215
1/13/2020		Megan Lumstrom-sex trafficking speaker	\$250.00	8600
1/15/2020	5296	HPPLD 8510 print \$2056.92 8211 media \$202.78	\$2,259.70	see left
1/16/2020		Eaton Area Chamber of Commerce-membership	\$100.00	7216
1/23/2020	504261348	MPLC-public showing rights	\$133.01	7315
Total			\$3,580.82	

Visa Credit Card Charges

Date	Description	Expenditure	Line #
Brenda's card			
11/29/2020	Oriental Trader-prizes	\$186.05	8600
12/2/2020	Heritage Market-Kevin Cook refreshments	\$7.77	8600
12/3/2020	Staples-paper, pencils, tape, staples, straws	\$178.26	7215
12/4/2020	Staples-Parchment paper	\$12.47	7215
12/5/2020	Faronics-Deep Freeze software	\$632.00	9110
12/5/2020	Heritage Market-Spanish lang. outreach at middle school	\$9.27	8600
12/5/2020	Staples-Cotton balls	\$15.36	7215
12/5/2020	Grit and Grace-card used in error reimbursement ck # 1929	\$151.50	see note
12/7/2020	G5 Brew Pub- holiday party	\$243.81	7240
12/7/2020	Coloradoan subscription	\$55.00	8531
12/10/2020	Don Juans-directors lunch	\$16.30	7240
12/11/2020	Amazon-paper, bells for adult crafternoon	\$55.96	8600
12/11/2020	Costco-Christmas candy for other partners	\$108.20	7215

12/12/2020		Prime video-movie for out of school	\$3.99	8600
12/12/2020		Dollar Tree-Gift bags for candy	\$11.83	7215
12/13/2020		CAL-remainder of conference registration fee	\$60.00	7240
12/13/2020		Staples-rubber bands, kleenex, scented oil	\$41.24	7215
12/17/2020		Amazon-kitchen supplies	\$70.67	7215
12/17/2020		Dollar General-snacks for meeting, teen Thursday	\$70.67	8600
12/17/2020		Dominos Pizza-TAC meeting	\$33.85	8600
12/20/2020		Amazon-dry goods for kitchen	\$31.98	7215
12/21/2020		Amazon-board games	\$32.62	7215
12/22/2020		Amazon-art supplies for teens	\$29.95	8600
10/26/2020		Amazon-paper towels	\$34.84	7215
		Total	\$2,093.59	
Samantha's card				
Date		Description	Expenditure	Line #
12/4/2019		Heritage - Snacks for Art Group & HW Club	\$10.00	#8600
12/5/2019		Walmart - Teen Thursday	\$51.40	#8600
12/10/2019		Dollar General - Old fashioned Christmas & float	\$11.00	#8600
12/13/2019		Dollar General - Parade of Lights	\$11.00	#8600
12/23/2019		Dollar General - Last Minute Gift wrapping	\$34.70	#8600
		Total	\$118.10	

Neal's card				
12/3/2018	Michaels-Beading supplies for Crafternoon	\$38.16	8600	
12/5/2018	Dollar Store-Ribbon for Brainstormers (Wrapping)	\$4.24	8600	
12/5/2018	Michaels-Old Fashioned Christmas supplies & book for Crafternoon	\$106.93	8600	
12/7/2018	Hobby Lobby-Old Fashioned Christmas supplies	\$50.36	8600	
12/11/2018	JoAnn-Snaps and snap setter for Sew Much Fun	\$23.96	8600	
12/13/2018	JoAnn-Ornament Workshop materials	\$74.32	8600	
	Total	\$297.97		
				Total \$2,509.66

Approved for Payment by:

Eaton Library Board

Date