

AGENDA
Eaton Public Library Board of Trustees
May 6, 2020
5:30 pm
Virtual Meeting
Zoom dial in information is available on our website:
<https://townofeaton.colorado.gov/eaton-public-library>

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 April 1, 2020, Amended minutes of March 4, 2020
 - b. Director's Report
 - c. Financial Report
 - d. Invoices
7. Items removed from the Consent Agenda
8. Old Business
 - a. Committee Updates
 - i. EPL Committee Report
 - b. Acquisition of Property -Dave/Nomie
 - c. IGA Updates-Brenda
9. New Business:
 - a. Clarification Board and Staff Roles and Responsibilities (see attachments)
10. Action Steps
11. Board Comments
12. Adjourn

Next Meeting: June 3, 2020 at 5:30 pm

Eaton Public Library Board of Trustees
April 1, 2020
Meeting Minutes

Present:

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

Staff Brenda Carns - Library Director

Guest: Jeff Eaton Town Administrator, Betsy Lamb Library Employee, Sam Hudspeth Library Employee, Katie Rich Library Employee, Jess Borich Library Employee

1. Call to Order Declaration of quorum. President Isbell called the meeting to order at 5:30 pm

Consent Agenda Trustee Sloan made motion to approve consent agenda Trustee Richter seconded motion.

2. Presidents Update unprecedented times we are living in with the Corona Virus.

3. Friends of the library no meeting this month - nothing to report.

4. Directors update - Although uncertain times it has brought exciting opportunities for the staff to expand thinking on how to deliver library information and activities to the community. Forced to think differently, create different types of services, update Facebook content.

5. Old Business - Update on Jerry Lewis - meeting out-sick last week

Staff received copy of evaluation and job descriptions - will give employees opportunity to review and comment

6 New Business –

Impact of COVID 19 on the library and the employees. Jeff Town Administrator discussion - will library be open next month to public, will employees work during closed time full time/part time, lay offs, rehire, medical benefits People are our greatest resource.

Current library budget is \$3.1 which could keep the library running for approximately 3 1/2 years without additional property tax revenue. The library is in good standing.

Further board discussion on how we can further support the patrons during the time the library is closed. (curbside service, how to provider copiers, set up Corona Virus Committee discuss resources)

Trustee St.Peter made motion to pay Library Employees full pay despite a reduced work schedule though June 30th, Trustee McLatchie seconded motion. Motion passed to pay employee through June 30th.

Board Elections -

Trustee McLatchie made motion to appoint VP Finn to President - Trustee St.Peter seconded motion All in favor - motion passed.

Trustee Finn made motion to appoint Trustee Isbell as Vice President Trustee St.Peter seconded motion

Trustee Ketterling made motion to appoint Trustee Sloan as Vice President. Trustee Finn withdrew motion to appoint Trustee Sloan after both men discussed their interest in the position.

Trustee Ketterling abstained and the remaining board voted in favor. motion passed

Trustee St.Peter made motion to appoint Trustee McLatchie as Secretary - Trustee Finn seconded motion all in favor motion passed

New Positions - Trustee Finn President
Trustee Isbell- Vice President
Trustee McLatchie - Secretary

Action steps – John to resend report from Jerry to Board
Reach out to Paul to review space planning ideas from walk through. April 7th meeting.

Comments - Round table
Trustee Finn - dedicated to the library and new position welcomes advice 970-396-4653 cell
jfinn@fclb.org email

Trustee Richter - Stay safe

Trustee Ketterling - Proud that Brenda and Board are taking care of staff during the pandemic

Trustee Sloan - Would like to see Friends of the Library involved in committee's - create factions

Jeff Town Administrator - Happy to help New President as needed

Jess - Thank you, miss staff

Betsy - Thank you for the support and communication

Trustee Sloan made motion to adjourn meeting McLatchie seconded motion

Meeting adjourned 6:40 pm

Next Board Meeting May 6, 2020 @ 5:30 p.m

Respectfully submitted by
Secretary Maureen St.Peter

Amended Meeting Minutes of the Eaton Public Library Board for March 4, 2020

Present:

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

Staff Brenda Carns - Library Director

Guest: Jeff Eaton Town Administrator

1. Call to Order Declaration of quorum. President Isbell called the meeting to order at 5:31 p.m., March 4th, 2020 and declared a quorum.
2. Approval of agenda - Trustee Ketterling made the motion and Vice President Finn seconded.
3. Report of the President IGA work continues.
4. Friends of the Library - Trustee Sloan read March Report. See Attached

5. Directors Report - Jerry presented a training on managing change to the staff. The staff seemed receptive of this coming from an outsider. Next training will be on customer service. Meet with Jerry once a week and he has a list of assignments to provide direction. He also reviews accomplishments, problems, and helps her to set clear expectations and goals Jerry has been a positive influence and has helped to establish a direction and organization to daily tasks. Brenda is establishing expectations for staff regarding breaks, meals need to be taken in break room or outside of facility. This allows other to work without disruption. Expectation of greeting every customer entering the library, asking if they need help finding materials. Roger maintenance employee has been keeping up building issues, he will dig walk way in lay stones upon weather getting warmer. He has been doing a great job.

Employee evaluations - April - preliminary

August - Final

Job descriptions are complete- board would like to view- Brenda to send out to via email

7. Items removed from the consent agenda - Trustee Sloan requested removal of invoices.

8. Old Business -

Jeff Town Administrator - The Eaton Library Board is covered within the confines of the board as a whole. The board is a policy maker not interfering with daily operations of the library employees. Brenda oversees employees.

Insurance covers Friends of the Library.

Working on updating Employee Handbook - Remove old grievance policy and establish a complaint process. Will continue to stay as "At Will status" for employment.

Committee Updates - Space Planning - survey tally, meeting with Wember 3/7 (see attached)
-Events Planning- Eaton Days, Open house, holiday gathering set for December 5 at Eaton Country Club - keep local with early start at 4:00p.m.(see attached)
-Policy Committee - discuss meeting room policy, public information policy (see attached)

IGA Updates - "Addendum A" needs clarification. Verbiage does not define clearly if decision has to be 100% - Does everyone have to approve?

9. New Business -

Acquisition of Property - Dave suggested taking to the home owner that lives west of the library across the alley for possible building space. Can not build up and may want to expand in the future.

Trustee St.Peter made motion for Dave to talk with property owner about potential sale. Motion seconded

Board Self Assessment Form- discuss April Board Meeting

Board Elections - discuss April Board Meeting
- Reviewed years of service and what position held

Dave 8 years - position of President, Vice President and secretary
Nomie -20 years
John 6 year secretary, vice president, president
Maureen - 3 years trustee
Julie - 5 years secretary, vice president
Shelley - trustee 6 months
Marlene - 10 years vice president

April Meeting add to agenda - Jerry Lewis, Board election process, Self assessments June

Addendum:

Trustee Richter's term will end in June 2020 she has stated she will not reappoint.

Trustee Ketterling term will end June 2020 she has requested to extend term to December 2020.

Corrected spelling - Nomie - 20 years

Trustee St.Peter made motion for Trustee Sloan XXXXXXXX asking Dave what he wanted in the minutes regarding this content.

Attached Documents - March Friends Report, Space Planning Committee Report, Events Committee Report, Policy Committee Report

March Friends Report

Due to a large number of books coming into the book sale room, and with spring cleaning of patrons coming up, it was decided to have a book sale in March. We will set up the book sale March 10th at 9:00. The sale will end the 14th of March. It will be a \$1.00 a bag for books. Hopefully this will clear out space for any books that will be coming into our book sale room.

Pick up for the scholarships applications is scheduled for March 20th. The committee will review the applications and score them. Then on April 7th they will meet as a group and decide who will be the winners of the scholarships. One \$1,000 scholarship will be awarded as well as five \$500.00 scholarships. The awards will be given out at the May Awards Night at the high school.

EPL committee report form

Committee: Space Plan

Meeting Date(s): March 2020

Members Attending:

Julie Finn Brenda Carns
Shelley McLatchie

Type of Committee Report:

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

Brief statement of committee issue / area reporting:

Surveys tally
Meeting 10/November 3/7/20

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?):

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

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: _____ Email: _____

Submit via email to bcarns@highplains.us

EPL committee report form

2/19/20

Committee: Events Meeting Date(s): March 2020

Members Attending:

Maureen St Peter

Shelley McClatchie

Type of Committee Report:

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

Brief statement of committee issue / area reporting:

Eaton Days - program, plan, assistance

Open House - September - space plan reveal

Did you know booth - Summer

Holiday - Date? Location? All invited

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?):

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

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: _____

Email: _____

Submit via email to bcarns@highplains.us

EPL committee report form

Committee: Policy Meeting Date(s): March 2020

Members Attending:

John Isbell
Shelley McIntosh

Type of Committee Report:

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

Brief statement of committee issue / area reporting:

Update to meeting room policy
" " Public information policy
Other policies to add / discuss

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?):

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

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: _____ Email: _____

Submit via email to bcarns@highplains.us

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

I am very pleased with the ways the staff responded to the challenges we are facing with everything at work being totally changed from the past. I have listed the teams and their members below and added reports summarizing the work they are doing to create new ways to operate the library and to service the public's library needs. As you know, everything remains in flux with the world and how we are being asked to work and live. I'm sure we will get new information which will change what we are planning right now. I have about 40 pages of typed notes from the state library from the meetings we hold twice weekly as directors around the state to puzzle out what we should do to comply with state and local rules, how to help our employees and serve our communities, and more.

Mostly our staff have not been to the library except to pick up supplies to do their work from home. Ana and Betsy are the exception. They have taken care of the tasks which still need attention, some of which have been mentioned in Ana's report, and some which haven't. I been working from home as much as I can but still needed to oversee certain tasks in the building and for the library which can't be done from home, so I have been in quite a lot. I am finding it difficult to move my operations back and forth and will be spending most of my time in the library. We will be limiting the number of staff in the building for the time being while we work out where and how staff will work when we open the doors to the public. We continue to have weekly zoom staff meetings and committee meetings but are concerned about how to schedule meetings once we open to the public.

The Member Library Directors met on Tuesday and decided it is best to try to coordinate our date to open our doors to the public. Since government offices won't be opening in Greeley until June 2, this is when we plan to open the doors to the public at all library district locations. We will start pulling books to hand out at curbside and answering phone calls to the library this Monday, May 4. Staff will be scheduled at 50% and will be asked to practice social distancing, wear masks, wash hands frequently, take their temperature before starting work and calling in sick if they show any symptoms of the virus. See more details of our current plans, which are subject to change depending on what happens next with the COVID 19 guidelines from the health department and government agencies.

I am waiting for the hand sanitizer dispenser to arrive which was ordered in March. We have 2 sneeze guards for the circulation desk ordered in preparation for the June 2 opening. Courier services from the district will start on May 2 and we will be phoning customers to pick up their holds at curbside. Our book return has been located on the corner and we will see how people respond to it. We will quarantine books for 72 hours before cleaning and shelving them or sending them through the courier which is the library standard right now.

Attached is what Avi believes will be the final form of the IGA with the district. She advises that before being approved by the board we will complete Addendum B (or an updated version) and need to attach the current agreement executed on August 13, 2012. In the past, the district emails the documents for the town's signature, so I believe that will be the next step.

Website and Advertising Team-Vince and Neal (Vince reporting)

Vince and Neal are working on the website team. The team has faced many challenges over the last few weeks as the design of the website has changed drastically. The town has recently changed to an entirely new format on their website, and by extension ours. This means relearning how to use the website and

discovering the new capabilities that it has. This will be an ongoing project for the foreseeable future, but there are still things we are doing in the meantime.

- Currently the main page of the website is changing the most out of any of them. We have added an announcement notifying patrons of our opening policies and procedures. There have also been links to each of the specialty board meeting that have occurred. We have plans to create our own menu on the left side of the page so visitors have an easier time finding what they want. Hopefully we will eventually be able to add a calendar with all of our events to this page. This would allow us to have a calendar that includes only our events instead of directing people to the district's website which lists all of the member libraries events.
- The rest of the website is still being developed. We are trying different kinds of pages and formats to determine which is the best. This new website is a great opportunity to mold it into exactly what we want. Unfortunately, this process is going to take some time. Since each page will be connected to another we have to move slowly and deliberately. If we are too hasty in development, we may have to redo entire pages of the website. In the future we look forward to having a welcoming and informative website.
- This new format allows for new features, but still has its limitations. Over the coming weeks we will discover ways in which we can overcome these limitations to make our online presence stronger and clearer. As for now we are focusing on clarity and ease of access.

Facebook Team - Ana, Jess, Katie and Sam (Katie reporting)

- The Facebook team has been meeting every Monday at 2 pm to discuss how to continue to interact with patrons and serve the community virtually.
- Programmers should continue to post information and updates about their programs as long as they are not bogging down the page with too many updates. Since we do not want to oversaturate the page, we have come up with a schedule to post something new and interactive Mon-Friday. Most of the time the posts will have a continuous theme, but we are not restricting ourselves to just the theme we chose. Posting Schedule:
 - Monday - Katie - Story Mondays - Katie has been posting videos of stories being told in English and Spanish
 - Tuesday - Ana - Quarantine Blog - Ana has been posting useful tips and information for patrons to use
 - Wednesday - Sam - Book vs. Movie - Sam has been creating Facebook polls for patrons to vote on.
 - Thursday - Jess - Jess suggests and online service info - Jess has posted information about Hoopla and will also be posting recommendations for books, movies, music, etc.
 - Friday - Staff book review - The staff has rotated posting a review of a book they are currently reading or have recently read. So far, Brenda and Neal have posted reviews. While we are trying to stick to the schedule so as to not oversaturate the page, we have posted some things out of rotation to help engage more with the public. For example, Sam created a Fur Baby Friday post and encouraged patrons to share pictures of their pets.

Program Team-Judy, Katie, Neal and Sam (Neal reporting)

- Brainstorming ideas for virtual programs and ways to reach people without computer access
 - Samantha is planning a digital escape room, virtual book club, poetry contest, virtual knitters club (now called Yarn Yakkers...was Itch to Stitch), virtual swing club, and virtual yoga

- Neal is working on coding club, Artemis, a different type of escape room online, and a virtual knife skills / cooking class
- Neal coordinated an online-security presentation, has been bringing in presenters for the online code club, ran a virtual version of his monthly poetry program, and has been working with the 2nd grade computer teacher to offer a weekly code class (scheduled to begin 4/20 but delayed by one week). Projects in the works include an interactive fiction writing program, an author talk, and a fan-fiction writers workshop.
- Judy has been compiling stories and books to do story time online and is planning to do virtual story telling
- Katie has been working on virtual ways to do ESL, including a from-home slideshow and two Google Classrooms with materials, a virtual bilingual craft, a virtual Spanish game, and bilingual story read alouds on Facebook
- We have talked about utilizing space in the newspaper for a Library Corner to advertise current services, creating a water bill for the next month, what SRP might look like, putting out make-and-take craft kits in front of the library, and leaving pamphlets of services for patrons to take as well.

Facilities Team Update-Ana and Betsy (Ana reporting)

- Betsy and Ana go into the Library almost daily and have a Zoom meeting weekly
- Betsy grabs books from book drop, checks in, cleans, and reshelves them
- Betsy checks and responds to any patrons from voicemail
- Betsy orders supplies for the library, sending it to her house and bringing it in Ana waters the plants and sinks weekly
- Ana updates outside sign with library quotes and info
- Ana prints out any new information to be shared on front door

Transition Team – Betsy, Sam, Jess and Ana (Betsy reporting)

The team met weekly and discussed a wide range of topics related to reopening the library. The main task was to consider all of the necessary steps, provisions and practices to be addressed in order to bring the library facility back to walk in services. Interim steps include physical services that can be offered prior to the library being reopened to the public. See below for the plan to transition back to walk in public library services. We will adjust the timeline and change or add steps as needed based on developing information and best practices identified by public libraries and shared with us.

REOPENING PLAN (subject to change)

Hours of operation: Mon-Fri 9-5, Sat. 10-2

WEEK 1-4: 5/4-5/30 (staff only)

We will have two staff members on at one time, working full day

Two teams, Team 1 (Ana and Betsy) and Team 2 (Jess and Sam), will alternate weekly:

Week 1

-Mon,Tues,Wed: Team 1 Ana and Betsy 9-5

-Thurs, Fri: Team 2 Jess and Sam 9-5

-Sat: Vince and Katie 10-2

Week 2

-Mon, Tues: Team 1 Ana and Betsy 9-5

-Wed, Thurs, Fri: Team 2 Jess and Sam 9-5

Sat: Vince and Katie 10-2

The rest of the staff will be scheduled as needed but will try to work from home as much as possible to assist with social distancing measures

All staff working in the building are required to take their temperature upon arrival and wear gloves and face masks.

We will be practicing social distancing at all times (minimum of 6 feet apart)

On site staff will be processing returns (all returned items will be quarantined for 72 hours), answering phone calls/emails, cleaning and disinfecting, and getting the building ready for patrons

We will also begin curbside services Monday 5/4 and continue to help patrons via phone/email.

The programmers are planning take home activities for all ages (curbside pickup only)

Staff will start pulling patron holds to send out in courier. (courier resumes 5/4)

We will plan and create "easy access" areas for patrons upon reopening, ie: a book sale table, displays of popular and "in demand" items, childrens materials, etc.

****Betsy will continue to order protective gear and cleaning supplies as they become available**

WEEK 5: 6/1-6/6

Staff will continue to wear protective gear, practice social distancing, and clean and disinfect work spaces and materials handled.

Increase the number of staff working in the building, as needed, to help with services to patrons in the library.

When this begins we will limit the number of patrons to about 10-15 people at one time. We are asking that our patrons wear masks to enter the building and that they practice social distancing. We will discourage grouping or "hanging out" in the building so that we can maintain a safe and healthy environment.

There will be NO onsite programs or activities at this time.

We will have 4 computer stations available, a safe distance apart, and limited time (30 minutes)

Patrons will be able to pick up holds, request items, access our catalogues, check in and check out materials, computer access (work only, no gaming) and print/copy/scanning services will also be available.

Curbside services will continue as well as virtual programming and take home activities.

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Town of Eaton

Library Fund

Revenue & Expense

	Month Ending 3/31/2020	YTD 3/31/2020	Budget Full Year	Percentage Used	Budget Variance
REVENUES:					
Property Taxes	162,567.70	168,794.39	1,376,561.00	12.3%	(1,207,766.61)
Fines & Miscellaneous	213.33	595.66	3,000.00	19.9%	(2,404.34)
TOTAL REVENUES:	162,781.03	169,390.05	1,379,561.00	12.3%	(1,210,170.95)
EXPENDITURES:					
Head Librarian	6,268.80	18,806.40	75,237.00	25.0%	56,430.60
Assistant Librarians	22,475.19	65,816.93	342,002.00	19.2%	276,185.07
Employee Benefits	4,489.29	13,383.10	82,110.00	16.3%	68,726.90
Operating Supplies	1,483.50	4,332.29	17,000.00	25.5%	12,667.71
Public Relations	1,690.48	2,570.82	10,000.00	25.7%	7,429.18
Postage	0.00	55.00	500.00	11.0%	445.00
Communications	314.43	925.11	4,500.00	20.6%	3,574.89
Mileage Reimbursements	42.55	233.46	2,600.00	9.0%	2,366.54
Training	34.22	2,343.41	10,000.00	23.4%	7,656.59
Insurance	0.00	21,055.00	22,000.00	95.7%	945.00
Contract Services	2,482.72	8,403.15	36,000.00	23.3%	27,596.85
Utilities	1,634.57	3,398.51	20,500.00	16.6%	17,101.49
Repairs & Maintenance	0.00	648.45	20,000.00	3.2%	19,351.55
Media	354.77	1,851.55	25,000.00	7.4%	23,148.45
Print	1,693.58	8,980.97	32,000.00	28.1%	23,019.03
Periodicals	278.60	388.60	3,500.00	11.1%	3,111.40
Library Programs	1,741.04	4,614.89	30,000.00	15.4%	25,385.11
Equipment Acquisition	0.00	0.00	20,000.00	0.0%	20,000.00
Capital Projects	11,680.50	11,680.50	100,000.00	11.7%	88,319.50
TOTAL EXPENDITURES	56,664.24	169,488.14	852,949.00	19.9%	683,460.86
NET SURPLUS/(DEFICIT)	106,116.79	(98.09)	526,612.00	(0.0%)	(526,710.09)

Eaton Public Library Income & Petty Cash

Apr-20

Date	Description	+	-	Comments
4/1/2020	In Drawer	\$150.00		
	In Drawer	\$150.00		

Payments

Date	Petty Cash - Paid Out		Comments
	Total	\$0.00	

Date	Other Activity	+/-	Comments

Eaton Public Library Invoices April 2020

Paid Invoices Invoice # Description

Amount Code

Date	Invoice #	Description	Amount	Code
April 1, 2020	99993852	Xerox-Copier	\$385.99	7315
April 1, 2020	119651	First Class Security-fire monitoring	\$92.85	7315
April 1, 2020	593634	Unique-collection of overdues	\$23.80	7315
April 1, 2020	5299	HPLD-tapes \$1678.12 8211 books \$2737.59 8510	\$4,415.71	see left
April 22, 2020		Amanda Perez-Rosser virtual program knife skills for cooking	\$100.00	8600
April 27, 2020	2333	Bravo Carpet Cleaning-semi annual cleaning	\$1,881.25	7520
April 29, 2020		Terri Lucero-substitute for Judy in January programs	\$225.00	8600
Total			\$7,124.60	

Brenda's Card

Visa Credit Card Charges

Date	Description	Expenditure	Line #
3/2/2020	Staples- envelopes, cardstock	\$51.12	7215
3/3/2020	Facebook-boosts for programs	\$11.72	7216
3/8/2020	Heritage Market, training day food	\$21.01	7240
3/6/2020	Prime video- downloaded video for program	\$3.99	8600
3/6/2020	Amazon- Citizenship test program	\$149.64	8600
3/6/2020	Prime video- downloaded video for program	\$3.99	8600
3/8/2020	Staples- copy paper, multipurpose paper	\$47.63	7215
3/8/2020	Amazon- canvas bag	\$18.97	7215
3/8/2020	Amazon- childrens books	\$55.52	8510
3/8/2020	Amazon- adult fiction	\$61.03	8510
3/10/2020	Coloradoan newspaper subscription	\$55.00	8530
3/9/2020	Amazon- tablecloth protector	\$11.99	7216
3/11/2020	Staples- Cleaning gloves	\$9.35	7215
3/11/2020	Don Juans-Member directors lunch meeting	\$19.44	7240
3/12/2020	OTC- Childrens crafts	\$287.57	8600
3/12/2020	OTC- St. Patricks holiday crafts	\$52.92	8600
3/15/2020	OTC- Lilly pad craft kit	\$28.14	8600
3/17/2020	Amazon- Summer reading prizes	\$65.27	8600
3/17/2020	Amazon- Gamer Keychain	\$6.99	7215
3/24/2020	Zoom operating bill	\$158.75	7215

From: Julie Finn <jfinn@fclb.org>
Sent: Tuesday, April 14, 2020 10:27 AM
To: Brenda Carns <BCarns@highplains.us>
Cc: John Isbell <john.isbell.ii@outlook.com>
Subject: Fwd: Library Board and Personnel Matters

Good morning Brenda -

Please include this information from Avi in our board packet for May, as well as page 42 from the "Public Officials Liability Handbook".

Thank you!

Best regards,

Julie

Julie Finn
Executive Assistant / Event Planner
Federation of Chiropractic Licensing Boards
5401 W. 10th Street, Ste. 101
Greeley, Colorado 80634
Phone: 970-356-3500
E-mail: jfinn@fclb.org
Web: www.fclb.org

----- Forwarded message -----

From: Avi Rocklin <avi@rocklinlaw.com>
Date: Fri, Apr 3, 2020 at 2:50 PM
Subject: Library Board and Personnel Matters
To: <jfinn@fclb.org>
Cc: Brenda Carns <BCarns@highplains.us>, Jeff Schreier <jeff@eatonco.org>

Hi, Julie -

Please know that there are important and beneficial distinctions between the role of the Library Board and the Library Director. As a general matter, the Library Board should be involved in high

level library decision making, developing policies for the library, reviewing finances, hiring a Library Director and similar such issues. The Library Board should provide direction to the Library Director and expect that the Library Director will implement the Board policies.

As part of the distinction, the Library Director is responsible for personnel. The division of responsibility for personnel (the Board hires the Director and the Director hires the staff) provides great advantages to the Board. Among others, there are a few reasons of note that a Trustee may want to avoid personnel matters:

- Personnel matters are often susceptible to litigation. A Trustee does not want to be implicated in a lawsuit – be deposed or testify – because an employee says they were told something by a Board Trustee.
- A Trustee should not be liable for proper actions done within the scope of their trustee role. If a Trustee ventures beyond the proper scope of their role, the Trustee risks that there is not insurance to protect their actions. Except for the Director, personnel should be beyond the scope of the Trustee's role.
- An employee should only have one boss. A Trustee would not want to undermine the role of the actual boss.

To better explain, I am including a link to an ethics book from CIRSA. Please see Page 42 related to personnel matters.

<https://www.cirsa.org/wp-content/uploads/2019/06/EthicsLiabilityBestPracticesHandbookForElectedOfficials.pdf>

I am also attaching an excerpt from a Colorado Municipal League publication. (Apologize for the underlying. I don't have a clean version.)

For these purposes, there is no material distinction between an "elected" Board and an "appointed" Board.

I hope this helps and am glad to talk at any time. Congrats on your new role!

Thanks – avi

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ETHICS, LIABILITY
& BEST PRACTICES
FOR ELECTED
OFFICIALS

HANDBOOK
SECOND EDITION 2019



Conclusion

There's certainly a place for elected official-level decision-making in personnel matters, but those decisions should be reserved for the high-level issues that involve the entire organization. Examples of such high-level issues could include establishing overall policies for the entity; selection, evaluation, and discipline for the council/board's few "direct reports"; salary and benefits plan for the workforce; and overall goals and priorities for departments. But when these issues begin devolving into the details of hiring, training, evaluating, supervising, managing, or disciplining particular employees below the level of your direct reports, it's time to delegate them to your manager/administrator.

Footnote:

1. The award was later reduced to \$1,500,000 but affirmed by the 10th Circuit Court of Appeals. *Hardeman v. City of Albuquerque*, 377 F.3d 1106 (10th Cir. 2004).