

# Summit County Library Board of Trustess

## Board of Trustees - Minutes

February 23, 2023

**Attendance:** Melissa Bohnet, Theresa Bucci, Lauren Chase, Amy Perchick, Stephanie Ralph, Sarah Wilkinson

**Public Comments:** None

**Consent Agenda:** January 2023 Minutes and February 2023 Agenda. Lauren motioned to approve, Melissa seconded. Unanimously approved.

### Old Business:

A. **Friend's Report:** Sarah nominated Lauren to be the Board's liaison for the Friend's, Amy seconded. Unanimously approved.

Lauren gave an update including that the Friend's recently opened up CD accounts with varying interest rates. They are running low on book donations and actively seeking more for the upcoming April book sale. Amy suggested the Friend's ask the Summit High School to add something to their regular communications to ask families for donations.

Additional funding from the Friend's this month went towards the lease at Bluebird Market, purchasing books as prizes for the 1000 Books Before Kindergarten program, and on professional development for library staff.

- B. **Foundation Report:** Melissa reported that the Foundation is working on their due diligence for annual filing and renewals as a non-profit. They are also working on increasing mailers to second homeowners for the Capital Campaign.
- C. **Capital Campaign Report:** Stefanie reported that for the new mailers for the Capital Campaign will be sent to homeowners in the Eagles Nest Subdivision and to businesses in Dillon and Silverthorne. These areas were selected as hopefully groups that would be willing and able to contribute to the campaign. The letters will include a callout for the remaining naming rights since those are believe to be desirable and profitable opportunities.
- C. **Financial Report:** Stefanie discussed the current budget in regards to staffing and working with new staff person, Jim Harmeyer, for all things budget related. He has proved to be an incredibly capable and helpful member of the library staff team.

### E. Report of the Library Director:

a. Stefanie reported that she is still working with the Summit Daily to digitize old issues. The project is estimated to span 3 years and she will have more information about the details soon.

- b. Meetings for the completion of North Branch continue: they will be adding more cameras to the library for general security and they are discussing final furniture and shelving choices to get the right look and feel for the space.
- c. The “Limitless Libraries” program, where a student’s school ID card functions as a Summit County Library card, is set to go before the school board for approval at the March meeting. It has been a long journey, with many legal discussions regarding student data, privacy, and security.
- d. Stephanie has joined the County’s recently formed Equity, Diversity, and Inclusion Advisory Council and will be working to move forward the library’s goals in conjunction with that group’s larger goals for the County as a whole.
- e. On March 28, all users will be required to set a password for their library card. Everyone will be given a temporary password and will have to update to something unique within a few months. Staff will be communicating about this change through social media, email blasts for newsletter subscribers, and in-person connections at the library branches.
- f. They are close to having printing, copying, and scanning available for all patrons at the Main Library.

### **New Business**

- A. **New Member Introductions:** New Board members, Lauren and Amy, briefly introduced themselves.
- B. **Follow Up Discussion on Board Training:** Members of the Board who attended the training emphasized that we are fulfilling our duties as Board members. Everyone agreed that there was interest for more trainings on a regular basis and to discuss setting one or two goals for the Board to work towards. Ideas for goals can be shared with Theresa and will be discussed at future meetings. Stefanie emphasized that in addition to the work the Board is doing, it is always helpful to contribute by posting flyers in the community and stuffing letters for the capital campaign.
- C. **Programming Guidelines:** These guidelines were developed by library staff to be complementary to the Collection Policy, and to support the same ideals. Stephanie will send the latest revised version to all Board members and asks for any feedback by March 10. Since it is a guideline, not a policy, the Board does not have to vote on the document.
- D. **Process for Stephanie’s Annual Review:** Assistant County Manager Andy Atencio will be conducting Stephanie’s review. The Board will discuss Stephanie’s performance at the end of the Board meeting on March 23 and send the results of the conversation via email to Andy.

**Other Matters:** None

Next board meeting scheduled for 5 pm, March 23.

**Meeting adjourned at 6:42 p.m.** Amy motioned to adjourn, Laurne seconded.