



**BOARD OF DIRECTORS
FOUNDATION MEETING**

Monday, May 7, 2018

**Erie Community Library
400 Powers St., Erie, CO 80516
4:00 p.m.**

1.0 OPENING OF MEETING

1.1 Roll Call

Meeting called to order at 4:16 p.m.

Guests: Tony Brewer, Julia McSherry

Present: Rosalie Martinez, Chairman; Bob Grand, Secretary-Treasurer; Ken Poncelow; Mary Heberlee

Absent: John Damsma, Vice-Chairman; Dr. George Conger, Joyce Smock

Staff: Abby Yeagle, Dr. Matthew Hortt, Elena Rosenfeld, Natalie Wertz

1.2 Approval of Agenda

Bob Grand requested that Public Comment and Board Comments be added to the agenda.

Motion: Bob Grand moved to approve the agenda as amended.

Second: Ken Poncelow

Vote: Unanimous

1.3 Approval of Minutes Monday, March 19, 2018

Motion: Ken Poncelow

Second: Bob Grand

Vote: Unanimous

1.4 Approval of Meeting Schedule

Poncelow recommended that future meetings be held after the Board of Trustees meeting.

Future meetings will be set to start at 7:00 p.m. or after the Board of Trustees meeting concludes if that meeting runs long.

Motion: Ken Poncelow

Second: Bob Grand

Vote: Unanimous

1.5 Public Comment

There were no public comments.

2.0 FINANCIAL REPORT

Finance Officer Natalie Wertz presented the April 2018 financial statements. The report includes the April Investment Account statement which was received that morning.

Expenditures are over revenues by \$24,000 due to the Foundation releasing funds to the District for the Riverside Library play space.

Wertz and Executive Director Dr. Matthew Hott met with the auditors last week to review a draft of the audited financial statements and the Internal Revenue Service (IRS) Form 990. The auditors are making some minor changes to the draft and finalized copies may be available within the next week or two. The 990 is due May 15, 2018 and Wertz has sent the form to authorize filing it electronically.

Wertz clarified that the \$21,000 spent on books and supplies in 2017 were to support both the *1,000 Books Before Kindergarten* and the *1,000 Books for 1,000 Kids* programs.

3.0 INTERIM DIRECTOR'S REPORT

3.1 Riverside Playground

Interim Director Abby Yeagle highlighted the grand opening event held for the new Riverside Library and Cultural Center play area. Participating organizations included the City of Evans who brought play items such as hula hoops and Make Today Count who hosted a healthy snack program. The space is already proving to be a success as it is already being used by community members.

Describing the build process, Yeagle noted that the play space project received \$15,000 funding through a KaBOOM! Grant. To meet the grant requirement of having community participate in building the play space, the Foundation reached out to the Kiwanis Club of Greeley. On May 9th, members of the club came to the site to help shovel and rake the grounds.

Concern was shared about the proximity of the climbing equipment to the cement wall. Yeagle shared that the contractor did space the equipment to include a calculated 'fall zone' and the space meets all standard safety and ADA requirements.

3.2 1,000 Books Before Kindergarten

Yeagle highlighted that this early literacy program has been a multi-year funding priority for the Foundation. The program was supported by some significant grants for 2017-2018. The Littler Youth Fund provided \$7,500 for the general program and the Temple Buell Foundation provided \$20,000 for a program that focuses on getting the 1,000 Book materials to at-risk populations through a partnership with North Range Behavioral Health.

This past year, there has been an increased demand for materials in Spanish. Yeagle is working to find potential granting agencies to help with the translation costs.

3.3 Links for Literacy

Yeagle announced that the Annual Golf Tournament, in partnership with Kiwanis of the Rockies, will be held September 14, 2018 at the Eaton Country Club. As some sponsors have been lost. Foundation Directors were asked to please share information packets with businesses who may be potential sponsors.

Discussion moved to focus on how the tournament model could be expanded to host multiple tournaments throughout the District boundaries. Possible sites named included Coyote Creek in Fort Lupton and the Mad Russian in Milliken.

Yeagle confirmed that the Eaton Country Club has worked in partnership with the Foundation and Kiwanis club through allowing discounted pricing and allowing food from outside vendors.

3.4 Writer in Residence

Yeagle shared that the program that started three years ago has given a \$6,000 stipend to the selected author to support the author in completing his or her book within a six-month time period.

This year, there were 25 applicants. Their applications were reviewed by a committee of five local writers and writing enthusiasts. The committee had a hard time selecting a single author from the talented pool but finally identified Julia McSherry as the Foundation's third Writer in Residence.

McSherry introduced herself to the Foundation Board. She was a Louisiana resident until hurricane Katrina hit the area. She moved to Weld County and has been a resident for the last 12 years. During the transition, she realized that she wanted to write a memoir tracking the differences between the "sense of place" between Louisiana and Colorado. She also speculated on writing a cookbook. She now plans to combine the memoir with the cookbook. As both are popular genres, she anticipates that this will be a successful combination.

McSherry sees the Writer in Residence program as the fire that will get her going. She anticipates that the book will be more than 100 but less than 1,000 pages. The program will support her efforts through the production of a blog. And, if she wants to pursue a print version, the District has resources to help her with that effort as well.

The Foundation Board asked about how the Foundation supports the author after the book is completed. Yeagle responded that for the previous authors, some promotion efforts have been made, however there hasn't been a large event. Yeagle can work with library staff to create an event. The conversation then moved to event options ranging from hosting multiple events to holding gumbo competition.

3.5 Technology Donations Item added by Yeagle at end of item 3.4

Yeagle alerted the Foundation Board that Information Technology Staff member Youssouf Diagana reported that there is enough equipment to start the donation process. This process cannot wait due to the limited storage space available.

In the past, the Foundation has coordinated the donation of about 200 different pieces of equipment to approximately 40 different organizations. There are currently about 50 desktops and 10 laptops ready to give to organizations. When asked about what organizations have been contacted, Yeagle explained that there is an application for any organization within the District boundaries. She will provide a list of organizations that have received past donations.

The receiving organizations are required to load an operating system as well as their own software. The Foundation helps connect these organizations with TechSoup, which provides low cost or free software. Apple products are more challenging to 'clean' than Microsoft products. The Foundation Board stated that if Information Technology staff have concerns about the District's data security, they would prefer that the hardware is destroyed rather than donated.

4.0 ITEMS FOR INFORMATION OR ACTION

4.1 Riverside Playground Overage (Action)

The cost of the Riverside Library play area ran \$20,000 over the \$44,000 budgeted due to two unanticipated situations. The City of Evans originally planned to pay \$10,000 for the concrete work. However, somewhere between setting aside the money and getting the work scheduled, the City were not able to retain the funds.

The second was a contractual misunderstanding. It was understood by the former management that the KaBOOM! grant would cover the cost of the equipment, inclusive of delivery and installation. During completion, it was clarified that the grant was only for the equipment.

The District paid for the delivery, installation, and concrete work with the expectation of reimbursement from the Foundation.

The Foundation Board agreed that the District should be reimbursed. In addition, the process for the play space project should be reviewed to identify how to avoid these unexpected costs in the future.

Motion to: Bob Grand moved to reimburse the District for covering the offset.

Second: Ken Poncelow

Vote: Unanimous

4.2 Committee Assignments (Action)

Upon request, Yeagle suggested that committees include an Executive Committee, Finance Committee, Bylaws Committee, and a Nominating Committee.

Chairman Martinez read the current Foundation statement from the District Policy Manual and stated that it needed to be revised to include branch and member locations. It was unclear when the statement was put in place. It was agreed that the Bylaw Committee would revise the statement.

Committees established:

- Ethics, Bylaws, Roles & Responsibilities – Ken Poncelow and Rosalie Martinez
- Finance – Bob Grand
- Nominating – Mary Heberlee
- Executive – Rosalie Martinez

Additional committees and members may be added later if needed.

5.0 BOARD COMMENTS

The Foundation should look at establishing local advisory boards to meet at all locations to identify project and program needs.

The Foundation should move away from funding capital improvements.

The Foundation should focus on finding and assisting in pursuing grants for branch and member libraries. This may require hiring a full-time position to manage grants. This might enable the Foundation to offer services to small non-profits across the county as an outreach program.

6.0 ADJOURNMENT at 5:00 p.m.

Motion to Adjourn: Bob Grand

Second: Ken Poncelow

Vote: Unanimous

HPLD Board Secretary/Treasurer
Bob Grand

Recording Secretary
Elena Rosenfeld