

Library Board of Trustees

**Thursday, November 9
Library Meeting Room
951 Spruce Street
6:30 PM**

Members of the public are welcome to attend and give comments remotely; however, the in-person meeting may continue even if technology issues prevent remote participation.

- You can call in to **+1 386 347 5053 or 888 788 0099 (Toll Free)**
Webinar ID **#852 1942 9373**
- You can log in via your computer. Please visit the City's website here to link to the meeting: www.louisvilleco.gov/libraryboard.

The Board will accommodate public comments during the meeting. Anyone may also email comments to the Board prior to the meeting at EOwen@LouisvilleCO.gov.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of 9/14/23 Minutes
5. City EDI Presentation
6. Staff Holiday Appreciation
7. Little Free Libraries
8. Volunteer Opportunities
9. Library/Foundation MOU
10. Staff Safety
11. Policies
 - Mission Statement
 - Collection Policy

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, should contact the City Clerk's Office at 303 335-4536 or MeredythM@LouisvilleCO.gov. A forty-eight-hour notice is requested.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión, por favor llame a la Ciudad al 303.335.4536 o 303.335.4574.

12. Foundation Report
13. Directors Report
14. Public Comments on Items Not on the Agenda
15. Board Comments
16. Discussion Items for Next Meeting
17. Adjourn



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Library Board of Trustees

Meeting Minutes

**September 14, 2023
Library Meeting Room
950 Spruce Street
6:30 PM**

Call to Order – Chairperson Jaime called the meeting to order at 6:31pm.

Roll Call was taken and the following members were present:

Board Members Present: Jaime Dufresne, Laurel Cole, Carrie Cortiglio, Weiyen Chen, Sue West

Superior Board of Trustees Representatives- Carol Burkitt

Board Members Absent: Helena Lechner

Staff Members Present: Sharon Nemechek, Erin Owen, Kristen Bodine, Peggy Norris, Curt Williams, Samma Fox

Library Foundation Present: Andrew Seguin, Jenny Ross, Steve Bulick, Lindsay Heger, Michelle Welsh-Horst

Approval of Agenda – The agenda was approved by all members.

Approval of Meeting Minutes – The minutes from the July 13, 2023 meeting were approved as written.

Public Comments - None

Staff Holiday Appreciation - In the past we have given gift cards to local businesses to all staff members. Carrie will collect funds and purchase gift cards. Jaime will coordinate with Sharon regarding the number of staff.

Policy Approval - Sharon reported that libraries around the country are being challenged for their contents. Sharon's team would like to solidify policies around displays and programming. Several Board members spoke in support of these policies. The Board moved to approve both policies regarding programs and displays.

City of Louisville

Cultural Services 951 Spruce Street Louisville CO 80027
303.335.4815 (phone) www.LouisvilleCO.gov

Library Report - Sharon's report:

- The Library has been mostly fully staffed throughout 2023, and several employees have been promoted. This is very good for staff morale.
- We've added Curt Williams to our Leadership Team. Curt came to us from CU and has already made meaningful changes to create a much more welcoming environment at the Circulation Desk and in the Library entry.
- The Library Plaza project has dramatically changed the whole library experience. People now work, meet, relax and play on the Plaza.
- The Coal Creek Gallery and First Friday upgrades have created opportunities for many local artists to show their work and sell their pieces.
- The 2023 Summer Reading Program engaged a record number of participants.
- Library staff has worked closely with the EDI Manager on many programs and events celebrating the diversity of our community.
- Our Adult Services team hosted two New York Times bestselling authors.
- We fully transitioned away from the FLC and into the Marmot Library Network. This was a very positive move for us!
- With the help of the Library Board of Trustees we created a new mission statement and strategic plan.
- With the help of all Library staff we created a new work plan to take us into 2025.

Public Libraries Under Attack Nationwide -

- Members of the Proud Boys have taken to storming Drag Queen Story Hour events at libraries across the country, terrorizing patrons and library staff.
- Residents of Jamestown, Michigan, voted to defund their library rather than tolerate certain LGBTQ+-themed books on its shelves.
- Under a new rule in Missouri, public libraries will lose state funding if they don't follow new requirements barring them from giving minors books that their parents don't want them to read, and requiring them to keep "age-inappropriate" books away from areas meant for young readers.
- The entire staff of the Vinton, IA Public Library resigned after suffering extreme harassment.
- Residents in Dayton, WA described their library as "an irretrievably compromised entity," and declared that it "needs to be removed from our midst." Voters will decide in November whether to close their only public library.
- After 27 years of working at the Campbell County Public Library in Gillette, Wyo., the institution's director has been fired over her refusal to strip LGBTQ+ books from the town's collection.
- In 20 states library employees have been threatened with arrest for child abuse, pedophilia and distributing pornography, for including books with LGBTQ+ themes in their collections.

- The Louisiana Attorney General set up the “Protecting Minors” tip line to field concerns about librarians and teachers offering inappropriate books to children.

In Colorado -

- A librarian at the Boulder PL was attacked from behind by a patron and suffered a severe concussion.
- Two front range libraries experienced sexual assaults of library staff this year.
- Public library branches closed to remediate Methamphetamine contamination.
- One Colorado library has experienced so much disruption from patrons with mental health challenges that they plan to lock their doors and allow patrons in only after checking their library card and id.
- First Amendment auditors threatened and bullied library staff throughout the state.
- Several front range libraries received an onslaught of book challenges, challenges to Board positions and questions about the morality of their book selection process.
- A library in Colorado Springs closed for a day to recover from a violent altercation between library patrons.

2022 Urban Library Trauma Study

Key Takeaways

- Every person has a right to a safe workplace, yet public librarians are often not given these protections
- Societal issues like homelessness, racism, violence, and homophobia are part of the public library landscape and they must be acknowledged
- Witnessing and experiencing violence is increasingly becoming the norm in public libraries
- Librarians are being forced to do the work of social workers and they are developing secondary traumatic stress as a result
- More than two-thirds of respondents to the 2022 Urban Library Trauma Study said they had encountered violent or aggressive behavior from patrons.
- Respondents reported feeling that library administration would not back them up and support them in stressful situations or harassment.

Here at home...major events

- COVID
 - The Library lost half of our staff at the start of COVID.
 - Library staff were required to work with patrons during the entire COVID lockdown and recovery periods.

- There was a high level of incivility from patrons around masks, metering and limited services/hours.

- **MARSHALL FIRE**

- After the fire staff helped many patrons work through their trauma in a variety of small ways.

- Patrons of all ages shared their stories of loss and leaned on our team for emotional support.

- Staff experienced a high level of secondary stress managing these two long term events one after the other.

Our conversation - how can we support library staff?

There were conversations about issuing a statement of support, hiring a security officer, public/government safety training and building a stronger relationship with the police department.

Sharon shared that the library staff does feel supported by us and asked that we continue to think about this contentious backdrop.

Strategic Plan - Erin presented the Mission and Strategic Plan

Mission - A welcoming place to connect, discover, and grow.

Strategic Plan:

Design and maintain an inviting, comfortable, accessible space with responsive, helpful, and friendly staff who embrace the diversity of our community and create a sense of belonging.

- Welcome All
- Inviting Spaces

Create a variety of opportunities for our community to gather, celebrate and build relationships. Cultivate empowering moments where patrons can connect to each other, to library resources, and to local experts.

- Reengage with Displaced Families/New Families
- Outreach and Partnerships
- Community Resource Hub
- Reevaluation of Rooms & Spaces

Reading for Life and Lifelong Learning - Offer a robust collection that entertains, inspires, sparks imagination, and satisfies curiosity. Nurture a passionate love of books and reading among patrons of all ages.

- Respond to community demand for materials
- Provide opportunities for lifelong learning
- Readers Advisory

LBOT Report -

The Library Board of Trustees (LBOT) is an advisory board whose purpose is to support the Louisville Library staff and advocate for the Library in the community.

Some of the duties and activities of the LBOT are:

- Serve as advisors in the review and development of policy for the Louisville Public Library
 - Examples of recent policy review include - “Welcome All” customer service initiative
- Develop, review, and update the Library's Strategic Plan
 - Three sessions during regular meetings to work on the vision and mission for the library. During the final session we gave feedback on the new strategic priorities.
- Communicate with City Council on matters relating to the Library
 - Sometimes a member of City Council will attend our meetings and act as a liaison
- Promote use of the Library within the community
 - Using our social media accounts to post about library activities
 - Sharing library events through word of mouth
- Develop and perform outreach activities
 - [Little Libraries](#)
 - We each have an assigned little library that we regularly check and stock with new books
 - Community events
 - Opportunities to volunteer for events like the First Friday Art Walks and Book Donation Drive
 - National Library Week
- Collaborate as needed with the Louisville Library Foundation to help promote Library services and programs
- Support library staff
 - The Board bought pizza for staff following the Summer Reading Program Summer Carnival event
 - We also provide a staff holiday gift

Foundation Report - Lindsay shared the role of the Foundation.

Mission is to enrich the community by building support and raising money to enhance the library's programs and services. The Foundation is a registered non-profit through the State of Colorado.

Goals are to Protect and grow the LPFL endowment to provide long-term, sustainable support to the Louisville library community; outreach to build support

for the LPLF mission fundraising for library programs, and participation in library events; Support library programs when and where possible and at the library's discretion.

LPFL re-balanced a lot of investments to protect risk. Current target is 5% and the plan is to give 4% back to the library. The goal is to protect the endowment for long term emergencies. Over the last 4 years the LPFL has provided a budget to the library from \$43,000-\$67,000.

New initiatives - D&O Insurance, Bank Accounts and Funding Tracking, MOU with the Library, Gift Acceptance Policy, Investment Policy, Pathway for Out-of-Budget Cycle \$\$ Requests.

Hoping for improvement in...Communication to LBOT and the community, fundraising on an ongoing basis, enhancing digital footprint, producing an annual impact report.

Looking for Support - help find inroads to the Superior community and help fundraising.

Public Comments on Items Not on the Agenda - none

Board Comments -

Sue has conquered the wasps in the little libraries.

Discussion Items for Next Meeting -

EDI, holiday staff gifts solidification, volunteer opportunities, check in on MOU with Foundation, re-visit staff safety - is there any data around incidents?

Adjourn - The meeting was adjourned at 7:53pm.

Louisville Public Library

Mission Statement

Revised and re-adopted by the Louisville Public Library Board of Trustees,
XXXX.

A welcoming place to connect, discover, and grow.

Louisville Public Library

Collection Policy

Revised and re-adopted by the Louisville Public Library Board of Trustees,
December 2, 2021.

The Louisville Public Library strives to inform, involve, and inspire those we serve. The Library is an inclusive space with staff who celebrate the diversity of our community. The purpose of the Louisville Public Library is to provide library and information services that meet the informational, educational, and recreational needs of the diverse interests of our community.

Responsibility for Selection

The authority and responsibility for the selection of library materials are delegated to the Library Director and professional staff. Purchase suggestions from the general public and staff are encouraged and are given serious consideration within the framework of policies determined by the Louisville Public Library Board of Trustees.

Criteria for Selection

The Library provides a wide variety of materials, including books, periodicals, DVDs, musical CDs, books on CD, downloadable audio books and e-books, and electronic databases. Selection of all library materials shall be made in consideration of the following:

- Contemporary significance or permanent value
- Popular demand
- Representation of important viewpoint, trend, or cultural movement
- Author's reputation, skill, and significance
- Authority of the publisher
- Listing in professionally recognized selection aids
- Favorable reviews in professional, literary, or general periodicals
- Suitability of physical form for library use (size, paper, print, binding)
- Size and extent of the current materials budget
- Relationship to the existing collection
- Holdings of other libraries within the region
- Materials of regional interest
- Present and potential needs of the community

Donated Materials

Donated materials added to the collection must meet the same selection criteria as purchased materials. These items become the property of the Louisville Public Library and the Library retains unconditional ownership.

Withdrawal of Library Materials

Just as care and thought are put into the selection of library materials, equal consideration is given to withdrawing those materials when they:

- Become worn or are in poor condition;
- Are outdated or contain obsolete information;
- Are no longer in demand and are no longer being checked out; or

Louisville Public Library

Collection Policy

- Are one of multiple copies of a title that is no longer in demand

Librarians continually review materials to maintain an up-to-date and useful collection. Withdrawn materials will be placed with the Louisville Public Library Foundation for sale, donation, or recycle. Materials are not removed from the collection for the purpose of selling them, nor are they removed due to controversial content without successful completion of a Challenged Materials review.

Challenged Materials

The Louisville Public Library and its Board of Trustees support and adhere to the American Library Association's guidelines for public access to information as described in:

- The Library Bill of Rights
- The Freedom to Read statement
- The Freedom to View statement

The choice of library materials by patrons is an individual matter. While anyone is free to personally reject the viewpoints expressed in books and other materials, they may not restrict the free choice of others.

Registered patrons who are residents of Louisville and Superior may make a formal request for reconsideration of a specific item in the Library's collection. A Request for Reconsideration of Library Materials form may be obtained at any Library service desk.

Local Author's Gifts

Colorado authors are invited to donate a copy of their published titles for the Library to consider adding to the collection. Books must meet the criteria required in the Library Collection Policy, above. The Library reserves the right for staff to evaluate the items, then place in the collection, and remove from the collection based on criteria listed in the policy. The Library will accept fiction published within the last 5 years, and non-fiction published within the last 2 years.

We are not always able to notify authors when their materials are or are not added to our collection. If an item is selected, it will appear in our catalog within two months. Authors are encouraged to have friends and neighbors check out their work!

Louisville Public Library

Request for Reconsideration of Library Materials

The Louisville Public Library collection is intended to serve the diverse interests of the entire Library community, and therefore may contain materials that some find controversial. The selection of library materials is guided by the Library's Collection Policy to meet the informational, educational, and recreational needs of the community. If you object to an item in the Library's collection you are encouraged to speak to a Supervisor. If you would like a request for reconsideration addressed by the Library Director, please complete and submit this form. An appeal may be made to the Library Board of Trustees. The Library Board will examine the challenged material, read the complaint and review the Library Director's decision.

Title: _____

Author: _____

Format (book, audio, etc.): _____

Location in the Library: _____

Please check the action you'd like to request:

Remove from the Library

Other (please specify) _____

Relocate the item to a different
department in the library

Please explain your request and how such an action would improve the Library's service to the community:

Name: _____

Phone: _____

Email: _____

Street Address: _____

City: _____

State: _____

Zip Code: _____

Please return this form to the Louisville Public Library's Library Director or email at libraryinfo@louisvilleCO.gov