

REVISED 3/13/2024

Library Board of Trustees

Thursday, March 14

ELECTRONIC MEETING ONLY – NO IN PERSON OPTION

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 **+1 360 209 5623 or 888 788 0099 (Toll Free)**
Webinar ID **#841 1584 2014**
- 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 January Minutes
5. Board Introductions
6. Staff Presentation: Collection Development
7. Role of the Trustee: Discussion
8. LBOT Handbook: Designate Board Member to work with Staff
9. Little Free Library: Discussion and Connect with Community Group
10. Work Plan: Discussion
11. Foundation Report
12. Directors Report

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.

13. Public Comments on Items Not on the Agenda
14. Board Comments
15. Discussion Items for Next Meeting
16. Adjourn



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Library Board of Trustees

Meeting Minutes

**January 11, 2024
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, Heather Wiegand, Helena Lechner

Board Members Present via Zoom: Weiyang Chen

Superior Board of Trustees Representatives: Cheryl Achterberg (via Zoom)

Board Members Absent: None

Superior Board of Trustees Representatives Absent: Carol Burkitt

Staff Members Present: Sharon Nemecheck

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

Approval of Meeting Minutes – The minutes from the November 9, 2023 meeting were approved as written.

Public Comments - None

Election of Officers for 2024

Laurel was nominated as Chairperson.

Carrie was nominated as Vice Chairperson.

Heather was nominated as Secretary.

All new officers were approved by the Board.

Agenda Posting Locations

City Hall, Police Department, Recreation Center, Library, and Website

City of Louisville

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

2024 Meeting Dates

The Board approved the proposed meeting dates of:

Thursday, January 11, 2024

Thursday, March 14, 2024

Thursday, May 9, 2024

Thursday, July, 11, 2024

Thursday, September 12, 2024 (Joint Meeting with Library Foundation)

Thursday, November 14, 2024

2024 Open Government Pamphlet

There have been a few updates to the open government rules, as outlined in the pamphlet. Some applicable highlights are as follows: The Board must post all public meetings at please 72 hours in advance. No more than 3 Board members can meet together without a public meeting being called. Please don't 'reply all' to emails.

Rules of Procedure

The Board follows Robert's Rules of Order. If anyone from Town Council or the public attends we should keep comments to three minutes per person to follow Council protocol.

Role of the Trustee

As Board members our role is to get the word out about the library and events that are hosted here. Please see "Role of the Library Trustee - Advocating for the Library" attachment to agenda.

LBOT Handbook

Sharon reported that the Library Handbook really needs to be updated. Previously Jaime updated the Handbook with library staff years ago. This item will be put on the March meeting agenda to discuss further and assign a Board member to assist library staff.

Little Free Library Location Assignments

Community Park - Heather

Via Appia - Weiyan

Dutch Creek - Carrie

Heritage Park - Laurel

Founders Park - This needs to be replaced due to the fire.

Williams Field - Cheryl

Memory Square - Being relocated

Per previous conversations, the Parks Department will move the Little Library from Memory Square Park to one of the parks that will be rebuilt after the fire

(due to constant vandalism). Helena has a connection to Eagle Scouts. She will reach out to them about repainting the Memory Square little library and rebuilding the Founders Park one.

Work Plan

The Library Board needs to present the work plan for the year to the City Council at the end of February. Sharon will send out the Council Work Plan and the Library Work Plan to the Board to review individually. Board members will make comments to Sharon's draft plan. Then Laurel and Carrie will meet to create the presentation. This will be sent back to the Board for further comment prior to the presentation.

Foundation Report

The Foundation meets on the third Thursday of the month at 6:30pm at the library. They did not meet in December due to the holidays.

Director's Report

Sharon thanked the Board for the holiday gifts to staff as they really appreciated the coffee gift cards. Sharon also reported that the Foundation is giving the library \$55,000 for special programs (summer reading, OverDrive subscription, etc.)

The library will be hosting an author visit on April 12th. Vauhini Vara's last novel was nominated for a Pulitzer Prize. She will be talking about her newest novel.

Sharon may need to take FMLA. Peggy will fill in if needed. Jaime and the Board offered Sharon support during this challenging time.

Lastly, Sharon reported that a State Senator will bring up a draft legislation this session about a specific process libraries in Colorado must use if a book is challenged. She believes this came about because some libraries have eliminated their processes. She will keep us up to date about its progress in the state legislature.

Public Comments on Items Not on the Agenda - none

Board Comments - Cheryl shared that she read an article that she read in the Oh Reader publication about banned books. She explained that some individuals are using AI to search for words in books and libraries are banning them due to key words as opposed to actual content.

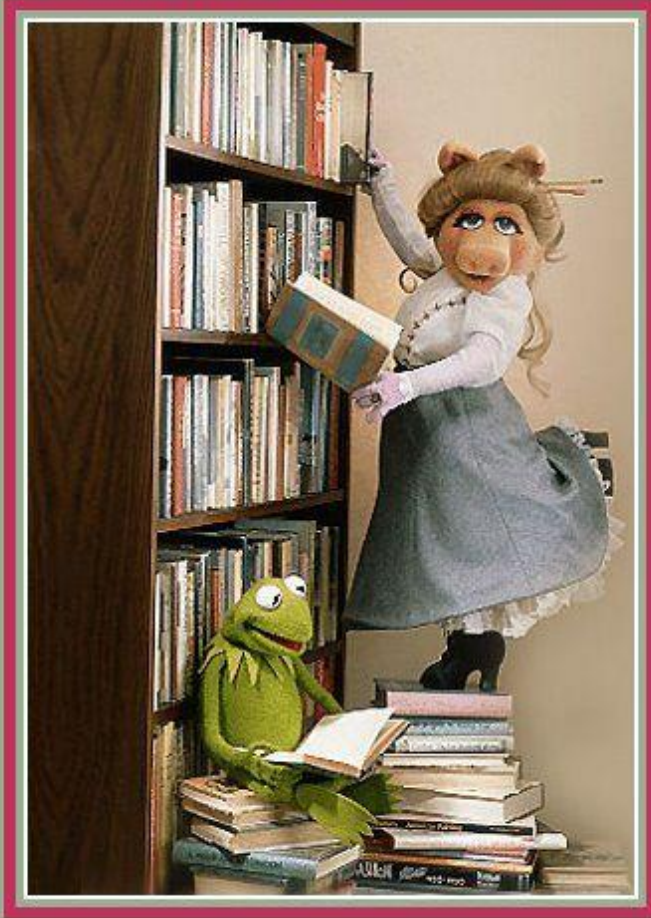
Laurel complimented Sharon on the library atmosphere, collection and staff after having the opportunity to visit many other area libraries this winter with her young children. Laurel also thanked Jaime for her service as chairperson over the last year.

Discussion Items for Next Meeting -

- Assign someone to work on the Handbook with library staff
- Talk to Helena about Eagle Scouts repairing one little library and building a new one for Superior.
- Have librarians come to talk about collection acquisition

Adjourn - The meeting was adjourned by Laurel, the new chairperson, at 7:22pm.

READ



Collection Development 2024



Collection Development refers to how we select, maintain, and support access to content that meets the diverse informational, educational, and recreational needs of our community.

Presentation Outline

- Collection Development Policies
- Budget, Selectors, Vendors
- Selection Process & Criteria
- Community Input
- Inclusive & Diverse Materials
- De-Selection/Weeding
- Challenged Materials



Collection Development Policies

- Full policy is available to view on the [Library's website](#)
 - Responsibility for Selection
 - Criteria for Selection
 - Donated Materials
 - Withdrawal of Library Materials
 - Challenged Materials
 - Local Author's Gifts



Budget, Selectors, Vendors

- Budget divided between library departments
- Individual librarians purchase materials for specific collections
- Ingram
- Overdrive (Libby app)



Selection Process

- Selection context
 - Future, demand now, replacements, gaps
- Librarians consult a variety of resources
 - Ingram, reviews, internal data, community
- Decisions come with considerations
 - Budget, space, partner libraries



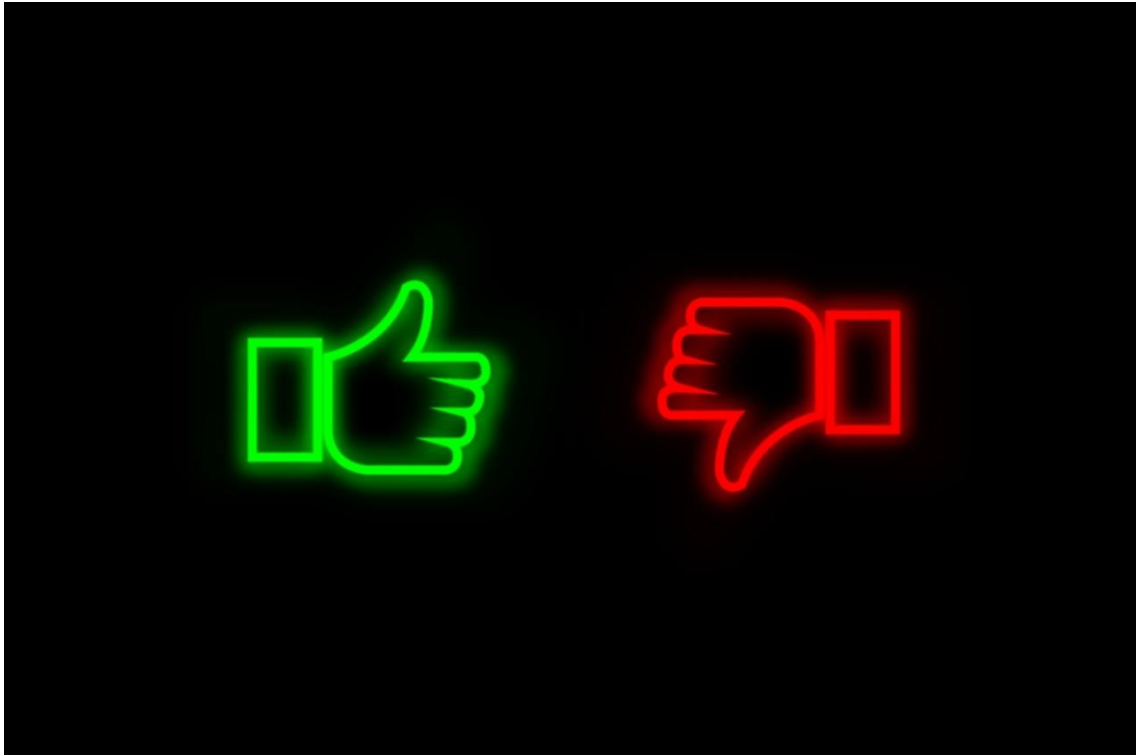
Selection Criteria

- Sample from Collection Policy:
 - Size and extent of the current materials budget
 - Present and potential needs of the community
 - Popular demand
 - Representation of important viewpoint, trend, or cultural movement
 - In a professionally recognized selection aid
 - Favorable reviews in professional, literary, or general periodicals
 - Contemporary significance or permanent value
 - Holdings of other libraries within the region



More on Reviews

- Helpful, but not everything
 - More than good or bad
- Know your review source
 - Types of materials
 - Types of reviewers
 - Messaging
 - Timeliness



Community Interest and Input

- Interactions impact the collection
 - Requests, holds, dialog, checkouts
- Library serves *all* members of community
 - Diverse collection
- Popular culture
- Youth Services special collections



Inclusive and Diverse Materials

- Windows and Mirrors
- The City's cultural celebrations
- World Languages
- Accessibility



Determining best location for items

- Review journals
- Appearance/Marketing
- Our experience/User-experience



De-selection/Weeding Criteria

- MUSTY
- Statistics and Turnover Rates
- Space



Freedom to Read

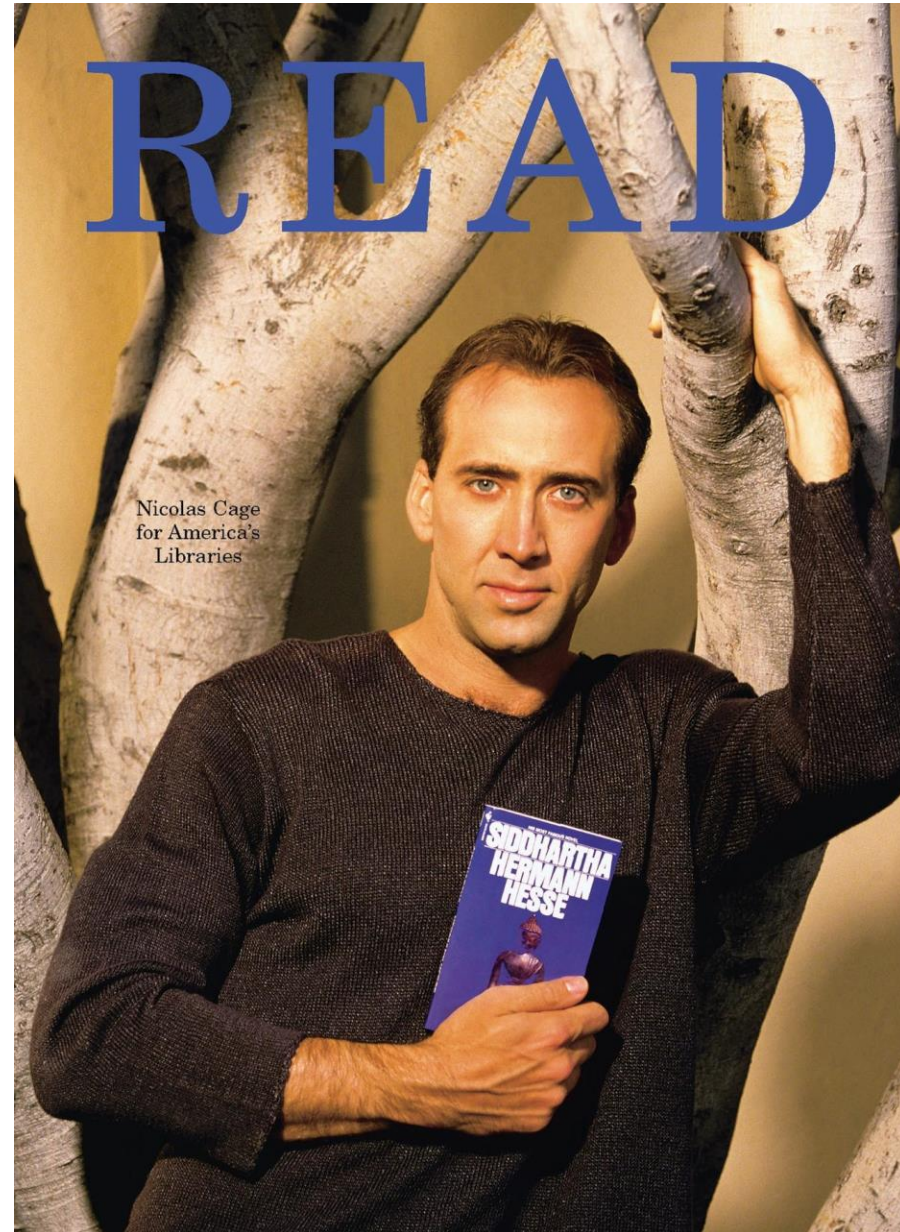
- The Library Bill of Rights
- The Freedom to Read statement
- Free choice
- The role of parents and caregivers
- Challenges



Summary

- Policies, budget, and staff expertise guide how we build collections.
- The process is both an art and a science.
- Not all material will be relevant for everyone.
- Weeding is an ongoing, beneficial process.
- We are prepared for challenges to material.

Questions?



Spread the Word: Introduce Library services and products to business owners and community members.

- Advocate and share information with City Council
 - City Council generally holds regular meetings the first and third Tuesdays of each month. Trustees are encouraged to attend meetings and advocate for the Library by sharing information about:
 - Summer Reading
 - Upcoming Community Events
 - New/Interesting programs or services
- Tell your friends and family about the Library
 - In an authentic way share about the Library; what programs/services the Library offers which you enjoy, which your friends and family might enjoy
 - Encourage friends and family to get a Library Card if they do not already have one.
- Volunteer and offer support
 - In addition to your role as a Trustee, the Library is often looking for volunteers and support when holding large events
- Follow and engage with the Library on Social Media
 - Engage with the Library’s Facebook page
 - Follow, Like, Share, Comment and Tag Friends on posts
 - The Library also utilizes YouTube for how-to videos and virtual programs
 - While the Library does not have an Instagram or Twitter account, you can still use these to share information about the Library or give the Library a Shout Out!
- Write a positive review – and encourage others to do so as well
 - Write a positive review about a Library program or service on platforms such as Yelp or Google Reviews
- Visit and Use the Library
 - Use the Library often so you have a sense of what is happening
 - Use the Library as a place to meet with family, friends, and business/community members
- Sign up for, and read, email communications, such as newsletters
 - Open, read and click on links in emails from the Library
 - Share and forward them to other community members that might be interested in information from the Library

1—12: At least one time each month this year, make it a point to **Spread the Word** about the Library in our community.



Library Board of Trustees

LBOT Work Plan

The Louisville Public Library Board of Trustees' primary role is advisory. The Board is advisory to Library staff in areas of strategy and policy. The Library Board also serves as an advisory body to the City Council on all issues pertaining to the operation of the Library.

In addition to this role, the Library Board of Trustees' 2024 Work Plan will include the following priorities:

Equity, Diversity and Inclusion

- In line with City Council's work plan item 2m "Equity, Diversity and Inclusion" and the Library's strategic goal to create a welcoming space by practicing active inclusivity and accessibility:
- The LBoT will receive training in EDI principles and practices in order to meaningfully support this initiative.
- The Library Board of Trustees will work with Library staff to do continuous and ongoing review of policies and practices to identify those that no longer align with EDI ideals.
- The members of the LBoT will attend, volunteer at, or assist with Library programming that supports the aims of the City's EDI initiatives.
- The LBoT will advocate for the removal of all Library fines as a way to close an equity gap. (Critical Success Factor – Quality Programs and Amenities.)
- The members of the Library Board of Trustees will work to attract a more diverse pool of candidates for selection by Council to serve on the Board.

Economic Vitality

- The Library Trustees will support welcoming spaces and promoting engaging programming that will bring community members into the Historic Downtown area, supporting the City's vision of creating a great small-town feel.

Administrative

- Update bylaws and handbook.

100th Birthday!

2024 marks the 100th birthday of the Louisville Public Library. In 1924 the newly chartered Chinook Campfire Girls and their leader collected books donated by Louisville residents to form a brand new public library in the City. Watch for articles by Museum staff on the history of the Library's last 100 years.

In the fall Library staff will be hosting a birthday party. We have a team working on the details.

The Foundation had considered putting on a large community fundraiser as part of the Library's 100th birthday celebrations, but decided against it at this time. There are new t-shirts for sale to celebrate this milestone!

Superior Downtown Location

The Town of Superior is adding another bank of holds pick-up lockers to a space in the new Downtown Superior area. Staff has not been allowed to see the space yet, but once the city has occupancy we will take a tour.

This new location does add an additional burden to our Circulation team, who already struggles with moving materials to and from the Community Center. We are looking at options for handling two locations.

Extra Support from Superior

As property taxes are being calculated we discovered that the Town of Superior is contributing a whopping \$83,000 over and above our budgeted Superior contribution. Staff is working on a list of small projects that have been put on hold for some time and we'll prioritize those as we look at spending this windfall. We will budget \$20,000 to improve the Library space at the community Center and add amenities to the new space in Downtown Superior.

Volunteer/Engagement Opportunities

April First Friday | 4/5/2024 | 5-8:30 PM | Contact Erin
Author Event | 4/12/2024 | 6-9 PM | Contact Peggy
Superior Arbor Day Festival | 4/27/2024 | Time TBD
Summer Carnival | 6/12/2024 | Time TBD | Contact Kristen

EDI Training

The City's EDI Manager left and we don't have anyone in-house who can do EDI training. We will hire an outside consultant to work with all three Cultural Services boards. What facets of EDI should our consultant focus on in our relatively short two-hour training? Options include: bias, power, inclusion, privilege, identity, equity, etc.

We've tentatively scheduled this for late August/early September.