

Library Board of Trustees

**Thursday, May 9
Library Board Room (Second Floor)
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 + 1-719-359-4580, 877-853-5247 (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 March Minutes
5. Role of the Trustee: Discussion
6. LBOT Handbook Update: Discussion
7. LBOT Bylaw Amendment: Discussion
8. Little Free Library Update: Discussion
9. Foundation Report
10. Directors Report
11. Public Comments on Items Not on the Agenda
12. Board Comments
13. Discussion Items for Next Meeting

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.

14. Adjourn

Library Board of Trustees

Meeting Minutes

14 March 2024

**ONLINE MEETING – NO IN-PERSON OPTION DUE TO WEATHER
6:30 PM**

Call to Order – Chairperson Laurel called the meeting to order at 6:30PM

Roll Call was taken and the following members were present via Zoom:

Board Members Present: Laurel Cole, Helana Lechner, Jaime Dufresne, Carrie Cortiglio, Weiyan Chen, Heather Wiegand

Superior Board of Trustees Representatives: Cheryl Achterberg, Carol Burkitt

Board Members Absent: None

Staff Members Present: Sharon Nemechek, Kristen Bodine, Daniel Tate, Jessica Schwartz, Lindsay Huth, Erin Owen

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

Approval of Meeting Minutes – The minutes from the 11 January 2024 meeting were approved as written

Agenda Posting Locations: City Hall, Police Department, Recreation Center, Library, and Website

Board Introductions – Each board member introduced themselves with a brief anecdote about why they love our library.

Staff Presentation: Collection Development

Collection Development:

How and why they buy what they buy

How and why materials are removed (weeded)

The many inputs and considerations for making decisions to ensure an inclusive and diverse collection.

An average of 28 items are added to the collection per day.

City of Louisville

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

In 2023, 471,625 items were checked out and 104,609 eBooks were downloaded (this eBook number has doubled since 2019)

Summary (the full policy is available on the Library's website):

- Policies, budget, and staff expertise guide collection-building decisions
- The process is an art and a science
- Not all material will be relevant to everyone
- Weeding is an ongoing and beneficial process
- The library is prepared for challenges to material

Role of the Trustee:

Discussion is tabled until the next meeting. Before the next meeting, all members agreed to review the packet/list and to try and do something new or different to support the library.

LBOT Handbook:

The city is looking for an update to the handbook and for a member of the BOT to work with staff.

Review state statutes to make sure we are not missing anything we should be doing. Ensure the handbook aligns with state and city requirements.

Laurel and Carol volunteered to work with staff. Sharon will check with the city clerk to make sure it is okay for an alternate to take this on.

Little Free Library:

Helana has heard from two Eagle Scouts interested in taking on Little Free Library improvements or building as projects. There could be others interested as well.

Next steps: Each member to review their assigned LFL and come up with a punch list of needed improvements. Laurel to create a shared Google doc to aggregate these lists. Deadline for notes added to the Google doc: End of March

Work Plan Discussion:

The draft was presented to City Council. Council was very engaged and asked good questions. There were no big concerns.

Council is looking to hire a consultant to conduct EDI training for all Cultural Boards.

Foundation Report:

Laurel has attended two meetings and Carrie will attend the March meeting.

The foundation has new officers.

Vanguard Accounts are doing well.

\$49,000 fundraised last year.

The foundation is not planning to fundraise for summer reading this year.

The foundation is looking at ways to incentivize regular/annual giving.

Directors Report:

2024 is the Library's 100th birthday. There is limited edition merchandise available to celebrate. A birthday party for the library is in the works for September.

Superior is adding a new downtown location with lockers and a small browsable book collection (approximately ½ the size of the collection at the Superior Community Center). Staffing plans for this additional location are in the works.

The 2-year budget cycle is underway, and the budget is due 24 June. The library is asking for an increase in the eBook budget.

The capital improvements budget is due at the end of March. There are plans for painting and new carpet and converting the storytime room into bookable space.

The library is taking this year off from the book donation drive.

Public Comments: None

Board Comments:

Heather and Weiyang will both miss the next meeting on 9 May. Laurel confirmed that we would still have a quorum as long as everyone else can attend.

Carol asked about adding a book drop at the Louisville Rec Center on Via Appia – a suggestion she received from a Superior resident. Sharon noted that adding drop boxes involves considerations for staffing and the heavy lifting required.

Weiyang raised an issue about parking at the library, especially late afternoon on weekdays. She's heard complaints from residents who are looking to quickly to return materials or pick up a hold book, and finding parking takes longer than the time needed to be in the library.

Cheryl asked about how the decision to add the Superior location was made, as she hadn't heard anything about it. Wondering who is making these decisions and how the LBOT can be involved.

Sharon will ask about getting a tour of the new location in Superior for library staff and any interest Board members.

Discussion Items for Next Meeting

Adjourn – The meeting was adjourned at 7:52PM

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 Bylaws

Discussion:

The primary role of the LBOT is to advise library administration on matters of policy and to promote community engagement, not to counsel on library operations or budget.

Action:

No action needed. The City Clerk is in the process of updating the bylaw template for all Boards and Commissions and will incorporate this change to be voted on at the next meeting.

Library Board of Trustees

Director's Report

May 9, 2024

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, programs and walking tours by Museum staff on the history of the Library's last 100 years starting in May.

The Library will have displays and programs from June through September, culminating in a big birthday party on Sunday, September 15th. Please volunteer on that day if you can!

Get your t-shirt now at [Bonfire](#).

SB 24-216

A bill has been introduced to the State Legislature setting requirements for public libraries relating to challenges to library materials. I've attached the most current version I have access to. There have been a couple of minor amendments.

Meeting Room A/V

Finally! The A/V system in the meeting room will be replaced and upgraded in August, 2024. As you know, the experience in the Library meeting room has been less than ideal as we have struggled to replace the broken and outdated A/V system. We were able to request a budget amendment for 2024 and work with IT to find a vendor (the same one installing the new A/V system in Council Chambers.)

We are holding off until August because the install will require the room to be closed for a week and we can't afford to lose a week of programming during the summer.

Staff Update

One of the goals of Library leadership has been to create the most flexible staffing model possible. We are slightly understaffed for libraries in our population range, but spend slightly more than average. The City is committed to paying market rates or better for great employees, but this does mean that our staffing is tight. All of our Adult and Youth Services staff can work any of our four desks which means we can operate short-staffed and still have full desk coverage.

Our latest move was to eliminate the page position and create one team of clerks who all staff the circulation desk, manage check-ins, service the Superior location, and shelve materials. Again, this creates a situation where the work always gets done even when we have an employee or two out.

Volunteer/Engagement Opportunities

Summer Carnival | 6/12/2024 | 10am | Contact Kristen Bodine

-Pizza! We'll need 15 pizzas. Staff will get the drinks and dessert. Thank you!

-Can someone announce the carnival during the "Public Comments on Items not on the Agenda" portion of the June 4th City Council meeting?

Cheers to 100 Years! | 9/15/2024 | 1pm |

Xcel outage response

The Library was open the weekend of the Xcel outage. We opened the meeting room and board room and put out all of our power strips and chargers. We were packed with people needing a place to get warm and charge up.

Second Regular Session
Seventy-fourth General Assembly
STATE OF COLORADO

DRAFT

UNEDITED
UNREVISED
REDRAFT
4/22/24
Double underlining
denotes changes from
prior draft

LLS NO. 24-1177.02 Nicole Myers x4326

SENATE BILL

SENATE SPONSORSHIP

Cutter,

HOUSE SPONSORSHIP

(None),

BILL TOPIC: Standards for Decisions Re Library Resources
DEADLINES: File by: 4/24/2024

A BILL FOR AN ACT

101 CONCERNING STANDARDS THAT PUBLIC LIBRARIES ARE REQUIRED TO
102 INCLUDE IN POLICIES REGARDING LIBRARY RESOURCES.

Bill Summary

(Note: This summary applies to this bill as introduced and does not reflect any amendments that may be subsequently adopted. If this bill passes third reading in the house of introduction, a bill summary that applies to the reengrossed version of this bill will be available at <http://leg.colorado.gov>.)

The bill requires the board of trustees of a public library (board) to establish written policies for the acquisition, retention, display, and use of library resources and for the use of a public library facility. In addition, if a public library reconsiders library resources, the board is also required to establish a written policy for the reconsideration of a library resource. The board is required to comply with specified standards in establishing

*Capital letters or bold & italic numbers indicate new material to be added to existing law.
Dashes through the words indicate deletions from existing law.*

a policy for the acquisition, retention, display, use, and reconsideration of library resources and for the use of public library facilities.

The bill specifies that a public library may remove a library resource from its permanent collection only if the library resource has been reviewed in accordance with an established policy for the reconsideration of library resources that complies with the standards established in the bill. A public library that has not established a policy for the reconsideration of library resources or that has a policy for the reconsideration of library resources that does not comply with the standards established in the bill may not remove a library resource from its permanent collection. These requirements do not apply to routine collection maintenance and weeding in accordance with a public library's established collection maintenance policy. _____ The board is required to make its process for the reconsideration of library materials available to the public _____.

After reviewing a library resource that is the subject of a request for reconsideration and making a final determination regarding the library resource, the board is required make the determination available to the public. _____

The bill specifies that a _____ request for reconsideration of a library resource is not a library user record as described in current law and instead is an open record under the "Colorado Open Records Act".

The bill specifies that a librarian, media specialist, other employee, contractor, or volunteer (employee) at a public library shall not be subject to termination, demotion, discipline, or retaliation for refusing to remove a library resource before it has been reviewed in accordance with the public library's policy for the reconsideration of library resources or for making displays, acquisitions, or programming decisions that the employee believes, in good faith, are in accordance with the standards established in the bill.

The bill specifies that it is a discriminatory practice and unlawful for any person to discriminate against any individual or group in the acquisition, retention, display, use, or reconsideration of a library resource or in the use of a public library facility.

1 *Be it enacted by the General Assembly of the State of Colorado:*
2 **SECTION 1. Legislative declaration.** (1) The general assembly
3 finds and declares that librarians are highly trained and educated and that
4 they intentionally and thoughtfully select library resources for their
5 specific communities to educate and entertain public library patrons.

1 (2) The general assembly further finds and declares that:

2 (a) A full range of books and other library resources should be
3 provided for the interest and enlightenment of all people in the
4 communities that public libraries serve;

5 (b) The opportunity to be exposed to a wide variety of
6 perspectives and experiences via books and other library materials
7 engenders empathy and understanding;

8 (c) Recent challenges to library materials have targeted various
9 protected classes, including individuals based on their race and sexual
10 orientation, constituting dangerous discrimination and limiting some
11 individuals from adequate representation and participation in institutional
12 public life;

13 (d) Community members have challenged the inclusion of library
14 resources in public libraries and have successfully demanded the removal
15 of library resources;

16 (e) Removing library resources prevents others from examining,
17 enjoying, and learning from the removed library resources; and

18 _____
19 (f) It is important that public libraries' policies for the _____
20 acquisition, retention, display, reconsideration, and use of library
21 resources and for the use of public library facilities comply with standards
22 that identify the priorities and mission of public libraries.

23 **SECTION 2.** In Colorado Revised Statutes, **add** 24-90-122 as
24 follows:

25 **24-90-122. Public libraries - standards for acquisition -**
26 **retention - display - utilization - reconsideration of library resources**
27 **- use of library facilities - employee protections - definition.**

1 (1) **Definition.** AS USED IN THIS SECTION, UNLESS THE CONTEXT
2 OTHERWISE REQUIRES, "LIBRARY RESOURCE" MEANS MATERIAL, BOTH
3 PRINT AND NON-PRINT, FOUND IN A PUBLIC LIBRARY THAT SUPPORTS
4 CURRICULAR OR PERSONAL INFORMATION NEEDS. PRINT ITEMS INCLUDE
5 BOOKS, MAGAZINES, NEWSPAPERS, PAMPHLETS, MICROFICHE, OR
6 MICROFILM. NON-PRINT ITEMS INCLUDE FILMS, DISC RECORDS, FILMSTRIPS,
7 SLIDES, PRINTS, AUDIOTAPES, VIDEOTAPES, COMPACT DISCS, COMPUTER
8 SOFTWARE, LIBRARY PROGRAMS, AND EXHIBITS.

9 (2) **Standards.** IN ADDITION TO THE POWERS AND DUTIES
10 SPECIFIED IN SECTION 24-90-109, A BOARD OF TRUSTEES OF A PUBLIC
11 LIBRARY SHALL ESTABLISH WRITTEN POLICIES FOR THE ACQUISITION,
12 RETENTION, DISPLAY, AND USE OF LIBRARY RESOURCES AND FOR THE USE
13 OF A PUBLIC LIBRARY FACILITY. IN ADDITION, THE BOARD OF TRUSTEES OF
14 A PUBLIC LIBRARY THAT RECONSIDERS LIBRARY RESOURCES AS SPECIFIED
15 IN SUBSECTION (3) OF THIS SECTION SHALL ESTABLISH A WRITTEN POLICY
16 FOR THE RECONSIDERATION OF A LIBRARY RESOURCE. THE BOARD OF
17 TRUSTEES SHALL ESTABLISH POLICIES AS REQUIRED BY THIS SUBSECTION
18 (2) THAT, AT A MINIMUM, COMPLY WITH THE FOLLOWING STANDARDS:

19 (a) A PUBLIC LIBRARY SERVES AS A CENTER FOR VOLUNTARY
20 INQUIRY AND THE DISSEMINATION OF INFORMATION AND IDEAS;

21 (b) THE PUBLIC HAS THE RIGHT TO ACCESS A RANGE OF SOCIAL,
22 POLITICAL, AESTHETIC, MORAL, AND OTHER IDEAS AND EXPERIENCES
23 THROUGH A PUBLIC LIBRARY;

24 (c) EACH LIBRARY RESOURCE IS PROVIDED FOR THE INTEREST,
25 INFORMATION, AND ENLIGHTENMENT OF THE COMMUNITY AND SHOULD
26 PRESENT DIVERSE POINTS OF VIEW IN THE COLLECTION AS A WHOLE;

27 (d) A PUBLIC LIBRARY SHALL NOT EXCLUDE A LIBRARY RESOURCE

1 BECAUSE OF THE ETHNIC ORIGIN, ETHNIC BACKGROUND, VIEWS, OR
2 GENDER IDENTITY OF THOSE CONTRIBUTING TO THE CREATION OF THE
3 LIBRARY RESOURCE OR BECAUSE OF THE TOPIC ADDRESSED BY THE
4 LIBRARY RESOURCE OR THE VIEWS OR OPINIONS EXPRESSED IN THE
5 LIBRARY RESOURCE;

6
7 (e) A PUBLIC LIBRARY SHALL NOT PROSCRIBE OR PROHIBIT THE
8 CIRCULATION OR PROCUREMENT OF A LIBRARY RESOURCE BECAUSE OF
9 PARTISAN OR DOCTRINAL DISAPPROVAL OF THE LIBRARY RESOURCE;

10 (f) IT IS THE RESPONSIBILITY OF A PUBLIC LIBRARY TO CHALLENGE
11 CENSORSHIP IN THE FULFILLMENT OF ITS RESPONSIBILITY TO PROVIDE
12 INFORMATION AND ENLIGHTENMENT;

13 (g) A PUBLIC LIBRARY SHALL CONSIDER THE PERSPECTIVES OF
14 MARGINALIZED GROUPS, INCLUDING THOSE IDENTIFIED IN SECTION
15 22-1-104 (1)(a);

16
17 (h) FOR A PUBLIC LIBRARY THAT PROVIDES FACILITIES TO THE
18 PUBLIC, THE LIBRARY SHALL MAKE THE FACILITIES AVAILABLE ON AN
19 EQUITABLE BASIS, REGARDLESS OF THE BELIEFS OR AFFILIATIONS OF
20 INDIVIDUALS OR GROUPS REQUESTING THEIR USE;

21
22 (i) A PUBLIC LIBRARY SHALL PROHIBIT DISCRIMINATION BASED ON
23 AGE, BACKGROUND, POLITICAL OR RELIGIOUS VIEWS, ORIGIN, DISABILITY,
24 RACE, COLOR, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, GENDER
25 EXPRESSION, MARITAL STATUS, NATIONAL ORIGIN, OR ANCESTRY IN THE
26 SELECTION, RETENTION, DISPLAY, USE, OR RECONSIDERATION OF LIBRARY
27 RESOURCES AND PUBLIC MEETING SPACES.

1 RESOURCE MORE THAN ONCE EVERY FIVE YEARS.

2 (e) (I) AFTER REVIEWING A LIBRARY RESOURCE THAT IS THE
3 SUBJECT OF A REQUEST FOR RECONSIDERATION AND MAKING A FINAL
4 DETERMINATION REGARDING THE LIBRARY RESOURCE, THE BOARD OF
5 TRUSTEES SHALL MAKE THE DETERMINATION AND HOW IT COMPORTS WITH
6 THE PROVISIONS OF SUBSECTION (2) OF THIS SECTION AVAILABLE TO THE
7 PUBLIC.

8 _____
9 (II) A PUBLIC LIBRARY SHALL NOT REMOVE, DISCONTINUE, OR
10 RESTRICT A LIBRARY RESOURCE AS THE RESULT OF A REQUEST FOR
11 RECONSIDERATION UNTIL THE DETERMINATION REGARDING THE LIBRARY
12 RESOURCE HAS BEEN MADE AVAILABLE TO THE PUBLIC PURSUANT TO
13 SUBSECTION (3)(f)(I) OF THIS SECTION _____.

14 (f) A WRITTEN REQUEST FOR RECONSIDERATION OF A LIBRARY
15 RESOURCE IS NOT A LIBRARY USER RECORD AS DESCRIBED IN SECTION
16 24-90-119(1). A WRITTEN REQUEST FOR RECONSIDERATION OF A LIBRARY
17 RESOURCE, INCLUDING THE NAME OF THE REQUESTER, IS AN OPEN RECORD
18 UNDER THE "COLORADO OPEN RECORDS ACT", PART 2 OF ARTICLE 72 OF
19 TITLE 24.

20 (4) **Retaliation against library employees prohibited.** AN
21 INDIVIDUAL WHO IS A LIBRARIAN, MEDIA SPECIALIST, OTHER EMPLOYEE,
22 CONTRACTOR, OR VOLUNTEER AT A PUBLIC LIBRARY _____ SHALL NOT BE
23 SUBJECT TO TERMINATION, DEMOTION, DISCIPLINE, OR RETALIATION FOR
24 REFUSING TO REMOVE A LIBRARY RESOURCE BEFORE IT HAS BEEN
25 REVIEWED IN ACCORDANCE WITH THE PUBLIC LIBRARY'S POLICY FOR THE
26 RECONSIDERATION OF LIBRARY RESOURCES OR FOR MAKING DISPLAYS,
27 ACQUISITIONS, OR PROGRAMMING DECISIONS THAT THE LIBRARIAN, MEDIA

1 SPECIALIST, OTHER EMPLOYEE, CONTRACTOR OR VOLUNTEER BELIEVES,
2 IN GOOD FAITH, ARE IN ACCORDANCE WITH THE STANDARDS SPECIFIED IN
3 SUBSECTION (2) OF THIS SECTION.

4 **SECTION 3.** In Colorado Revised Statutes, 24-90-119, **add** (4)
5 as follows:

6 **24-90-119. Privacy of user records.** (4) A WRITTEN REQUEST
7 FOR RECONSIDERATION OF A LIBRARY RESOURCE MADE AT A PUBLIC
8 LIBRARY PURSUANT TO SECTION 24-90-121 (3), IS NOT A LIBRARY USER
9 RECORD AS DESCRIBED IN SUBSECTION (1) OF THIS SECTION.

10 **SECTION 4.** In Colorado Revised Statutes, 24-34-601, **amend**
11 (2)(b); and **add** (2.7) as follows:

12 **24-34-601. Discrimination in places of public accommodation**
13 **- definition.** (2) (b) A claim brought pursuant to ~~paragraph (a) of this~~
14 ~~subsection (2)~~ SUBSECTION (2)(a) OR (2.7) OF THIS SECTION that is based
15 on disability is covered by the provisions of section 24-34-802.

16 (2.7) (a) IT IS A DISCRIMINATORY PRACTICE AND UNLAWFUL FOR
17 ANY PERSON TO DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP IN THE
18 ACQUISITION, RETENTION, DISPLAY, USE, OR RECONSIDERATION OF A
19 LIBRARY RESOURCE OR IN THE USE OF A PUBLIC LIBRARY FACILITY.

20 (b) AS USED IN THIS SUBSECTION (2.7), UNLESS THE CONTEXT
21 OTHERWISE REQUIRES, "LIBRARY RESOURCE" MEANS MATERIAL, BOTH
22 PRINT AND NON-PRINT, FOUND IN A LIBRARY THAT SUPPORTS CURRICULAR
23 AND PERSONAL INFORMATION NEEDS. PRINT ITEMS INCLUDE BOOKS,
24 MAGAZINES, NEWSPAPERS, PAMPHLETS, MICROFICHE, OR MICROFILM.
25 NON-PRINT ITEMS INCLUDE FILMS, DISC RECORDS, FILMSTRIPS, SLIDES,
26 PRINTS, AUDIOTAPES, VIDEOTAPES, COMPACT DISCS, COMPUTER
27 SOFTWARE, PUBLIC MEETING SPACES, LIBRARY PROGRAMS, AND EXHIBITS.

UNEDITED
UNREVISED
REDRAFT
4/22/24
Double underlining
denotes changes from
prior draft

1 **SECTION 5. Safety clause.** The general assembly finds,
2 determines, and declares that this act is necessary for the immediate
3 preservation of the public peace, health, or safety or for appropriations for
4 the support and maintenance of the departments of the state and state
5 institutions.