

EDWIN A. BEMIS PUBLIC LIBRARY

BOARD MEETING MINUTES

October 7, 2020

The Edwin A. Bemis Public Library Board met in regular session on Wednesday, October 7, 2020, via Zoom.

THOSE PRESENT: Katherine Eberhard, Chair
Jason Henderson
Jessica Hesselberg
Catherine Riggs, Vice Chair
Tom Smith
Cecile Tobey

THOSE ABSENT: None

ALSO PRESENT: Tim Nimz, Director
Nancy Trimm, Deputy Director
Kelly Milliman, Council Liaison
Kristi Moran, Recording Secretary

1. ROLL CALL

A quorum was determined present and the meeting called to order at 6:35 p.m.

2. APPROVAL OF MINUTES

The minutes of the August 5, 2020 board meeting were approved as written.

3. APPROVAL OF AGENDA

The agenda was approved as written.

4. UNSCHEDULED PUBLIC APPEARANCES

There were no unscheduled public appearances.

5. OLD BUSINESS

A. Update on 2021 budget. Mr. Nimz stated that the 2021 budget presented to Council was down compared to the 2020 budget mainly as a result of reductions in personnel and line items. Mr. Nimz was pleased to announce that eighty percent of the Littleton Immigration Resource Center (LIRC) budget will be funded in 2021.

Ms. Hesselberg asked about the budget cuts and how they affected other departments.

Mr. Nimz replied that all the City departments were asked to participate in reductions.

Ms. Milliman thanked the Board for the letter regarding budget matters that was sent to Council.

- B. Update on stage two reopening. Mr. Nimz said that stage two reopening allowed the Library to be open for a total of forty hours a week. Visitors will be capped at seventy-five visitors per hour.

Ms. Trimm continued the discussion by saying that the allowable time on the computers has been increased from sixty minutes to ninety minutes per person per day. The time allowed for a visitor to stay in the library has been increased to two hours. The study room is now open for use by no more than two people at one time for a maximum of one hour per day.

Ms. Trimm informed the Board that virtual programming will continue, and outdoor programming has been added for children and teens as well.

Ms. Tobey inquired about sanitizing the computers as well as other spaces.

Ms. Trimm replied that the computers are sanitized after each use with an alcohol solution and all public spaces are constantly cleaned throughout the day.

- C. LPS OneCard partnership. Ms. Trimm announced that the partnership between Bemis Public Library and Littleton Public Schools which allows digital content, databases and limited physical materials to be accessed by students and LPS faculty is now live and being used.

Ms. Hesselberg volunteered to send the board members a short video explaining how the LPS OneCard works.

6. NEW BUSINESS

Mr. Nimz informed the Board that Bemis Public Library received CARES Act funding. This money will be used for technology upgrades in the study room, conference room, the cloud forest located in the Children's Room and the computer lab.

Ms. Trimm stated that the money could also be used for a keyless entry system that would require badges to enter locked areas.

7. COUNCIL REPORT

Ms. Milliman told the Board that Council has been working on budgets and amendments.

8. DIRECTOR'S REPORT

Mr. Nimz had nothing further to add.

9. DEPUTY DIRECTOR'S REPORT

Ms. Trimm said that patron visits are steadily increasing, and the increase of new patrons can be attributed to the LPS OneCard partnership. Holds filled, which are items that patrons have put on hold, are near normal levels for September. Resource sharing refers to items that are lent to or borrowed from libraries and the levels are about the same as prior to COVID. Ms. Trimm noted that Bemis has far more items lent to rather than borrowed from other libraries and this speaks to the collection that Bemis owns.

Ms. Trimm continued her report by saying that the circulation numbers for checkouts and renewals is steadily increasing and checkouts for E-Books and E-Audio items have almost doubled from last year.

10. ROUNDTABLE

Ms. Eberhard asked how the Library has managed without a full staff during COVID.

Mr. Nimz said that a reduction of services as well as capable staff members have made it possible.

11. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 7:27 p.m. The next meeting will be held on November 4, 2020.

Kristi Moran
Recording Secretary