

**EDWIN A. BEMIS PUBLIC LIBRARY**

**BOARD MEETING MINUTES**

**May 6, 2015**

The Edwin A. Bemis Public Library Board met in regular session on Wednesday, May 6, 2015, in the Conference Room at the library, 6014 S. Datura St. The meeting was called to order at 7:00 p.m.

**THOSE PRESENT:** Paul Bingham  
Joseph Haynes  
Lisa Ohlgren, Vice-Chair  
Dawn Shepherd, Chair  
Cathy Schwartz  
Donna Thenell

**THOSE ABSENT:** Alicia Rudnicki, excused

**ALSO PRESENT:** Tim Nimz, Library Director  
Phyllis Larison, Deputy Director  
Meredith Gipson, Recording Secretary

**1. ROLL CALL**

A quorum was determined present and the following business transacted.

**2. MINUTES**

**ACTION: APPROVED**

The minutes of the March 11, 2015 board meeting were approved as written.

**3. AGENDA**

**ACTION: APPROVED**

The agenda was approved as written.

**4. UNSCHEDULED PUBLIC APPEARANCES**

There were no unscheduled public appearances.

**5. OLD BUSINESS**

A. Review Staff Appreciation Dinner. Thank you cards from the staff were circulated to the board members. Ms. Shepherd thanked the board members for their help and wondered if anyone had suggestions on things to do differently. Ms. Schwartz suggested having prizes for

the quiz awarded at different times during the evening since staff is not able to stay throughout the entire evening. Mr. Haynes mentioned that he made last year's quiz more visual and interactive, which seemed to keep the staff more interested. Ms. Shepherd thought there were less staff members who attended this year.

## **6. NEW BUSINESS**

A. Schedule Next Boardwalk. Ms. Shepherd explained that the Boardwalk is when board members man a table near the entrance and talk to patrons to get their comments and suggestions on library services. The next boardwalk was scheduled for May 12 from 3:30-6:30 and board members volunteered for one of two shifts.

B. Overview of 2016 Budget Process. Mr. Nimz mentioned that the budget process is starting soon. He distributed the budget calendar and reviewed the key dates. The library will ask to add hours to two part-time positions, one in adult services and one in children's, and to add a half-time position in the Immigrant Resource Center. Mr. Nimz mentioned this is the first time in six years that the library has requested additional staff. Also included in the budget request will be capital improvements, including painting, recarpeting, furniture for the adult services division, security cameras, and a \$15,000 increase in the collections budget; some of items would come from the general fund and some from the conservation trust fund. Mr. Nimz requested that the board members let him know if they had suggestions on other things to include. Ms. Thenell asked if the Friends of the Library still gives funding every year and wondered if the furniture would be something they would purchase. Mr. Nimz said he likes to separate out what he feels to be basic core responsibilities that should be funded from the city budget, and this would include furniture. She wondered how much the Friends budget for the library and museum each year. Mr. Nimz answered that it differs each year based on the revenue generated by the book sale and craft fair. Ms. Shepherd asked if there would be some time during the budget process that would be helpful if the board members were present to support the library. Mr. Nimz said as we get further along in the process and find out if there is an issue they might need to support, it would be at the public hearings in October.

C. Review 3D Printer Policy. Ms. Larison distributed the 3D printer policy that was written by staff and approved by the city attorney. Ms. Shepherd asked if patrons need a library card to use the printer and can they use it without supervision; Ms. Larison said a library card is needed and they cannot use it without supervision. Ms. Larison said that 25 objects were made in April. She said the limit will be one item per patron and staff will have the right to refuse any project they do not feel is appropriate. Ms. Schwartz suggested having the patron sign a form stating they understand there is no responsibility on the part of the library if something they make is copyrighted or trademarked. Mr. Bingham distributed some pictures and an article on the amazing things that large 3D printers are capable of making.

## **7. DIRECTOR'S REPORT**

Mr. Nimz reported that Councilman Stahlman could not attend this evening because his son is in the hospital. Mr. Nimz mentioned that Community Development Director Glen Van

Nimwegen and senior planner Jan Dickinson have resigned; Deputy City Manager Mike Braatan will be the acting Community Development Director until someone is hired. Ms. Schwartz asked if the former Public Services Director had been replaced, and Mr. Nimz said yes.

Ms. Larison reported that the National Library Week activities were very successful and 924 people (a 300% increase over last year) participated in answering the library history quiz questions and spinning the prize wheel. She mentioned that the prize wheel will be taken to the Council Meet and Greets over the summer. Ms. Larison said that the VITA and AARP income tax assistance helped over 1,000 people combined. A second Legal Night was held with assistance from the Arapahoe County Bar Association and was once again very popular; the next one will be scheduled in August. The Travel Cheap program had 185 attendees. The library is partnering with the Aging Well Resource Center to host promotional teas right before the monthly senior afternoon programs.

## **8. ROUNDTABLE**

Ms. Ohlgren reported on the success of the recent Littleton Retreat and its theme of the coming Silver Tsunami. Ms. Ohlgren mentioned that they were hoping to have 75 people, but ended up having over 100.

Ms. Schwartz suggested canceling the July meeting since Mr. Nimz and Ms. Larison will be at the American Library Association conference and there are board members who wish to attend the concert at the museum. The board agreed to cancel the July meeting.

Ms. Shepherd reminded the board that election of officers should be held at next month's meeting.

## **9. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 8:20 p.m.

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Meredith Gipson  
Recording Secretary