

**EDWIN A. BEMIS PUBLIC LIBRARY**

**BOARD MEETING MINUTES**

**March 3, 2021**

The Edwin A. Bemis Public Library Board met for a final session on Wednesday, March 3, 2021, via Zoom.

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

**THOSE ABSENT:** Jessica Hesselberg

**ALSO PRESENT:** Nancy Trimm, Director  
Kelly Milliman, Council Liaison  
Kristi Moran, Recording Secretary

**1. ROLL CALL**

A quorum was determined present and the meeting called to order at 6:30 p.m.

**2. APPROVAL OF MINUTES**

The minutes of the February 3, 2021 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.

**6. OLD BUSINESS**

A. Community Survey. The questions for the survey have been determined and the community survey will be launched in mid-April. Ms. Trimm thanked the Board for providing valuable input which will help in the development of a strategic plan on how the Library can add value to the community.

## **7. NEW BUSINESS**

- A. LACC Subcommittee Appointments. Ms. Trimm announced that Ms. Eberhard has been appointed to the Littleton Arts and Cultural Commission (LACC). Ms. Trimm asked the other board members to consider serving on subcommittees as needed.
- B. Library Statistics. Ms. Trimm shared statistics with the Board. She said the total number of items checked-out in February 2021 were much higher than last year due to patrons utilizing digital material such as OverDrive, Hoopla, and Kanopy. The number of new library cards being issued is holding steady, but Library visits are down due to reduced hours of operation and the limitation on the number of patrons allowed in the Library.

## **8. COUNCIL REPORT**

Ms. Milliman announced that Council passed an ordinance requiring gun retailers to lock up all firearms during non-business hours.

Ms. Milliman encouraged Board members to join the Envision Zoom Webinar to be held on Wednesday, March 10, 2010. The focus will be on neighborhoods.

Ms. Milliman congratulated Mr. Henderson on his appointment to the Historical Preservation Board and expressed her appreciation to all board members for their dedication to the Library.

## **9. DIRECTOR'S REPORT**

Ms. Trimm told the Board that the first staff meeting for strategic planning took place on February 16, 2021. Ms. Trimm said that Staff has been participating in community interviews with business leaders, nonprofit groups, and government entities. The information will help in the development of a strategic plan and address priorities and services that the Library offers. Community interviews should be completed by March 31, 2021.

Ms. Trimm informed the Board that furniture and equipment for the MakerSpace Lab has been ordered. The furniture is flexible and movable so that the space can be configured in different ways. Ms. Trimm said that the Library was able to repurpose technology equipment from the City Council Chamber renovation for the MakerSpace Lab. The MakerSpace Lab will be available for public reservations as well as Library sponsored in-house classes. The completion date is tentatively set to coincide with the Summer Reading Program kick-off which is May 24, 2021.

Ms. Trimm continued her report by saying that patrons will soon be able to check out laptop computers and Chromebooks for in-house use. The Doorstep Delivery program, which delivers books and materials once a month to homebound or high-risk individuals, is now available and being used. The Children's Librarians are hosting live storytimes via Zoom three times a week and are also launching a children's book club. Ms. Erica Bisbey, ESL Coordinator, did a survey and found online classes to be well liked by the ESL students.

Ms. Bisbey will test a hybrid program that will be available for in-person classes as well online learning.

Ms. Trimm said she and Mr. Nimz, Director of the Museum, will meet with Council in April to request a budget amendment to increase services at the Library and Museum.

Ms. Trimm concluded her report by thanking the Board for their advocacy and support of the Library.

## **10. ROUNDTABLE**

Mr. Henderson discussed his appointment and interest in serving on the Historical Preservation Board.

Ms. Riggs inquired if there has been an update for the elevator project.

Ms. Trimm responded that there has not been an update.

Ms. Eberhard suggested that the board members stay in touch even though the Library Board will no longer meet.

## **11. ADJOURNMENT**

As a result of action taken by Council on January 5, 2021, the Library Board has conducted its final meeting. The meeting was adjourned at 7:08 p.m.

Kristi Moran  
Recording Secretary