



Library Board Minutes

Thursday, January 8, 2026

Meeting Summary:

- Volunteer Program Update
- Policy Review: Naloxone Policy
- Expiring Board Terms & Open House
- Letter to Council

Roll Call:

Present: David Feineman, Patsy Thompson, David Taylor-Chair, Dana St. John, Dana Inerfeld, Jacqueline Steven-Youth Member, Kathryn Lynip-Director, Wendy Norris-Library Office Business Manager, Jessica Locket Volunteer Coordinator

Attending virtual: Blake Unis-Alternate, Carolyn Love

Excused: Cheryl Lovell

Unexcused: Jericho Bondi-Youth Member

Meeting Minutes:

1. Call to Order: The meeting was called to order at 6:02 P.M.
2. Public Comment:
 - a. None
3. Minutes:
 - a. Dave Feineman asked for clarification on the use of the word mobian in the sentence - These two are mobian in that programmatic cannot expand without physical space to do so at this point - under section -- 5,b,i. Discussion was had and consensus was reached to change the sentence to - These two are inextricably linked in that programmatic cannot expand without physical space to do so at this point.
 - b. Dave Feineman motioned to approve as amended and Dana Inerfeld seconded the motion.
 - i. The vote was unanimous in favor of the change.
4. Volunteer Program Update
 - a. Jessica Lockett presented on the LAHE volunteer program. She touched on:
 - i. Purpose
 - ii. Current projects
 - iii. Department needs
 - iv. Program leader collaborations
 - v. Policies & Procedures
 - vi. Volunteer Hub - New kiosks for our facilities
 - vii. Swot Analysis of the program
 - viii. Future action plan
 - b. Comments & Questions from the board:
 - i. Dave Feineman would like to see how we could utilize volunteers to have the Depot Museum open to the public more than 1 day a week and what volunteers would use VHUB for other than just filling out their hours
 1. Jessica reported that at this time administratively Volunteer Hub is not being used to its capacity. The goal is to eliminate

barriers and make finding and registering for all LAHE volunteer opportunities easier.

2. Kathryn Lynip explained the Depot cannot be opened more than it is because it cannot just be staffed by volunteers, staff also have to be present. She is currently working with the A&H staff to see when they may be able to expand those open hours.
- ii. Dana Inerfeld asked how volunteer opportunities held by long term volunteers impact others - especially teens - to be able to find volunteer opportunities. Was there a way to communicate and work with these long term volunteers to find ways for others to have opportunities.
 1. Jessica responded that this is something she is working on in a way to show respect and support for these long term volunteers.
- iii. Jacqueline Steven asked if there is a way to open up teen only volunteer opportunities.
 1. Jessica indicated that Volunteer Hub has been de-cluttered to make it easier for volunteers to search and find opportunities for all of LAHE. She appreciated Jacqueline's question and will look into teen only opportunities.

5. Policy Review: Naloxone Policy

- a. The only change to this policy is the kiosk for distribution that has been placed in the lobby of the Library / Audi building. Instructions on use of the product are now included in the kit. This will give better access for the public and take away the barrier of having to come to the desk and ask.
- b. Comments:
 - i. Dave Feineman commented that it does not say anywhere in the policy to just call 911.
 1. Kathryn Lynip indicated that in the instructions handed out with the kit it does say to call 911. She also indicated that staff that want to be trained on administering the product are trained and that 911 is always called in an emergency regardless of whether staff step in and help or not.
 2. Over 100 kits were distributed in 2025
 - ii. David Feineman motioned to pass and approve the policy. Dana Inerfeld seconded the motion. The vote was unanimous.

6. Note Expiring Board Terms & Open House for Boards

- a. Kathryn made note of expiring terms and gave information on the upcoming Open House for Boards on Thursday January 15th 5-7pm
 - i. July Twiss, Dana St. John, Carolyn Love, David Taylor, Blake Unis, Jericho Bondi, Jacqueline Steven

7. Letter to Council

- a. A review of the letter drafted to City Council for the removal of all fines and fees for library materials
 - i. Blake Unis & Cheryl Lovell drafted the letter.
- b. Discussion by the board produced the questions:
 - i. Do we provide an explanation on how this will actually work? Are there still penalties for not returning a library item? Loss of library privileges? Can we add a sentence that indicates there is a penalty - loss of privilege.
 1. The recommendation from the group is to tighten up the last 3

paragraphs of the document and add a sentence indicating that if someone abuses their library privileges their card will be blocked and that consequences still exist for that individual but not the whole program. The library will continuously be evaluating the policy.

2. At the February meeting the board will review the changes and ready the document for the council meeting on February 24, 2026. Kathryn has asked any board members that would like to attend the meeting to please join her.

8. Directors Report

- a. Broomfield Library Friends Foundation fundraisers -
 - i. Fundraiser on Jan 28th 6-8 pm at Rails End Brewery - inventHQ will be there with crafts.
 - ii. Volunteers are wrapping up new donation books as surprise packages for purchase.
 - iii. Pickle ball at Chicken & Pickle - partial proceeds to benefit the library
 - iv. Purchasing a book kiosk to be placed at Paul Derda Rec Center - A 2nd planned for 2027 at Flatirons Mall - will work with businesses as sponsors
 1. Blake suggestion - collective curation of kiosk selections between community and staff
 - v. Patrons will be able to get a library card electronically at the kiosk
 - vi. Sponsoring One Book, One Broomfield & One Book, One Broomfield Junior
- b. Activity Report - Kathryn reviewed the report and confirmed that a quarterly report was still acceptable.
- c. Retirement of the Children's / Youth Collection Development employee Susan Dunn.
- d. The 2026 Library Board calendar is almost complete
- e. The first LAHE Annual Report will be delivered in March

9. What are you reading?

- a. The Board shares what they are reading.

Reminder: Next meeting January 8th at 6:00 P.M

Adjournment: The meeting adjourned at 8:11 P.M.

Approval:

Minutes Prepared by Wendy Norris, Library Office Business Manager

Approved by

