

## Red Feather Mountain Library District

### Board of Trustee Minutes

February 28, 2018

Call to Order at 9:04 a.m. with a quorum present.

Board Members Present: Marleila Springer (President), Zen Raczowski (Vice President), Lori Davis (Treasurer), Lynn Wartgow (Secretary) and Chris Charbonneau. Claudia O'Neill and Cyndi Helling, prospective board members were also present.

Staff Members Present: Creed Kidd (Library Director), Janet Markley (Librarian), Darlene Killpatrick (Librarian) and John Grose (Maintenance).

Members of the general public: None

The Minutes from the January 24, 2018 meeting were reviewed and approved with a motion by Lori Davis, Second by Zen Rackowski.

Correspondence: There was no correspondence.

Public Comments: None

There were no conflicts from Board members.

Friends of the Library Report: There was none.

Public Service Librarian Reports:

- Darlene reported that she is working on a new Bohemian Grant. Friends of the Library have agreed to fund one of the after-school support staff positions for next year. See attached report.
- Jeanette was not present as she was away at a conference. See attached report.
- Janet: See attached report.

Committee Reports:

Treasurer and Finance Committee Report

- Report on February 14, 2018 financials. Exemption approved for audit. The committee decided to meet quarterly. They discussed the possible cost savings from purchase of an AED through a connection with the CSD. With many new board members, it has been suggested that Dana Shriver provide information to help members understand the financials. A meeting with Dana will be at 10:00 a.m. at the full board meeting in April.

Policy Committee

- Met February 28, 2018, reviewed and approved the Emergency Closing Policy with one addition, that being to communicate with the school when the Library closes during regularly scheduled hours. The committee also reviewed the Collection Management Policy and suggested that it did not need modifications. Next month the committee will review the Employee Handbook and the Materials Donation Policy.

Long Range Planning Committee

- No Report

#### Search Committee

- A motion was made by Zen and second by Lynn, to approve the appointments of two new board members, Claudia O'Neill and Cyndi Helling. Motion approved.

Director's Report: See attached. There was a discussion of IT help related to the liability of Independent Contractors. Chris asked about hiring an individual from a company that has insurance to provide our needed IT services. Suggestion made that it is possible to hire IT support from "Tech Soup" company. There was also a discussion of where to place new "Little Free Library" stations. CPR and First Aid activities on hold. Marleila will get information for Creed on contacts who provide training in these areas.

#### Unfinished Business:

- Review of the proposed 2018 calendar. Reviewed by board with 12/12/2018 meeting scheduled for Public Hearing to approve Certification Evaluation for Budget Process. Motion was made by Zen and second by Lori to approve this date. Motion carried by board.
- Hub and Hub Committee. Darlene provided new members background information on this topic. Question was raised on how to share the workload associated with Hub activities. Chris made a motion, with a second by Lori, to broaden the Long-Range Planning (LRP) Committee scope to include the Hub initiative. Motion approved. Chris and Lynn volunteered to join the LRP committee to work on this, meeting monthly on the third Tuesday morning at 9:30.
- Trustee orientation/training opportunities. Reminder, Creed sent out links for training and informed all of a training conference in Loveland, September 2018.

#### New Business:

- Resolution and approval of the 2018 Exemption from Audit. Motion made by Lynn, second by Lori, to approve the Exemption of the Audit for 2018. Motion carried. The document for this with required signatures was passed around and signed.
- AirMed employee options – individual or group. It was suggested there be a spread sheet process, predicated on group involvement, for AirMed coverage for employees. Moved by Lori and second by Chris. Motion passed.
- Presentation of the 2018 PLAR (Public Library Annual Report) This was emailed by Creed to board members and can be reviewed independently.
- Extra space. Zen mentioned that he knew of additional space, 600 – 650 square feet, that could be rented in Red Feather Lakes if the Library was in need. Creed will follow up on this and bring back additional details to the board.
- Presentation of the 2018 PLAR (Public Library Annual Report). Creed emailed this to board members and can be reviewed independently.

Next Board Meeting: March 28, 2018 @ 9:00 a.m.

Policy and Documents: March 28, 2018 @ 8:30 a.m.

Long-Range Planning: March 20, 2018 at 9:30

Finance: TBD

Adjourn at 10:56 a.m. Submitted by: Lynn Wartgow, Secretary

Official placing and posting notices: inside library hallway bulletin board; library front entrance exterior bulletin board; Main Street library bulletin board; library webpage at <http://redfeatherlibrary.org>

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