

Red Feather Mountain Library District

Board of Trustee Minutes

January 24, 2018

Call to Order at 9:00 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

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

Members of the general public: Julie Burness past President, Claudia O'Neill, a prospective board member. John Parker, representative from North 40 Mountain Alliance, Inc.

The Minutes from the December 13, 2017 were reviewed and approved with a motion by Lori Davis, Second by Zen Rackowski.

Correspondence: A letter from Barbara Evans-Kirby, of the Tristar Company, regarding the dog bite.

Public Comments: The individual requesting time with the Board cancelled.

There were no conflicts from Board members.

Friends of the Library Report: Maureen Paque, President, sent a report that was shared with Board members.

Public Service Librarian Reports:

- Darlene shared samples of the signs to be used in the garden area. Marleila suggested another company to contact for estimates. See attached report.
- Jeanette was not present. See attached report.
- Janet brought up the question of how long to continue contacting patrons who have not returned library materials. Following a discussion, Zen moved, 2nd by Lori, to discontinue contacting patrons about lost items after one year. The motion passed. See attached for Janet's full report.

Committee Reports:

Treasurer and Finance Committee Report

- Report on December, 2017 and year end financials. Jeanette had sent out a corrected report to Board members prior to the meeting which was reviewed. There was a discussion of the balance of funds left over from 2017. Lynn moved, 2nd by Lori, to assign \$30,000 to operating funds and \$53,000 to the Restricted for Contingency fund. Motion approved. There was an additional discussion about the need to have a single signer on checks that are time sensitive for wage garnishment payment. There was a motion by Zen, and 2nd by Lori, to allow for a single signer in the situation of a check needing to be mailed in order to meet the garnishment requirements. Approved by board vote.

Policy Committee

- No report

Long Range Planning Committee

- No Report

Search Committee

- Applications from prospective Board members will be sent to existing Board members to facilitate the process of getting to know the candidates. Zen will chair this committee. A new prospective member, Claudia O'Neill, introduced herself and shared past experiences that could support the Board.

Director's Report: See attached. There were no questions.

Unfinished Business:

- GOCO/Larimer County signage. Discussed above
- Progress report on AED, cistern, telecommunications
Creed is getting estimates for cistern and bids have been gathered to replace the carpet. A representative from CSD is coming to discuss AED options/training. In addition to training on use of the AED, training will be pursued for First Aid.

New Business:

- Larimer County Hub project was started because there is a need for accurate information during a disaster. John Parker, North 40 Alliance, Inc., was invited by Darlene to come and update the Board on their progress with this activity. Having experience with the High Park Fire, the group is using their experience to develop a model that can be implemented for our area. Neighborhood Captains will be identified in the Red Feather, Crystal Lakes, and Glacier View Meadows areas. A question was raised about the need to include additional areas in this plan for the disbursement of information, during the critical period of time from the beginning of the disaster through the next 36 hours. A variety of communication systems will be put into place, evacuation routes and maps are being identified, and drills will be scheduled as the plan unfolds. With this partnership to develop the "Hub" concept, it is important to begin to create a MOU between the Library and North 40 Alliance.
- To support this partnership, Creed suggested that the Library donate one of its red laptops to be used for the Hub project. A motion by Zen and 2nd by Lori was made to donate the laptop. Approved.
- Calendar for 2018 shared
- Training for Board members. A suggestion was made to bring Jacqueline Murphy, CO State Library, to do a training on the responsibilities of board membership. Creed will also send out links to electronic training sites.
- Open meetings law reminder, do not use "reply all" with emails.
- Board candidates – there is an opening for one more Board member.

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

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

Finance: February 14, 2018 @ 8:30 a.m.

Adjourn at 11:18 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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