

Red Feather Mountain Library District

Board of Trustee Minutes

March 28, 2018

Call to Order at 9:10 a.m. with a quorum present.

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

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

Members of the general public: None

The Minutes from the February 28, 2018 meeting were reviewed, corrected and approved with a motion by Cyndi Helling, Second by Lori Davis.

Correspondence: None

Public Comments: Ms. Vance wishes to submit a recorded statement to the Board re. the dog bite, to express her issues/concerns. When she does it will be played to Board members at a regularly scheduled meeting.

Friends of the Library: No report

There were no conflicts of interest from Board members.

Friends of the Library Report: There was none.

Public Service Librarian Reports:

- Darlene arrived late to the meeting due to a family health concern. See attached report.
- Jeanette reported on many new things she learned while attending the "NASA at my Library" training. She shared with the Board, actual pieces of meteorites that she was given at the training for the library. Jeanette also brought up the need to replace tables and chairs in the children's room suggesting they get items that stack. See attached report.
- Janet: See attached report.

Committee Reports:

Treasurer and Finance Committee Report

- There was no meeting of the Finance Committee in March. They will meet next in April. A meeting with Dana will be at the full board meeting in May.

Policy Committee

- Met before the full board meeting on March 28, 2018, reviewed the Emergency Closing Policy with the addition to communicate with the school when the Library closes during regularly scheduled hours. At the full board meeting, Lynn moved and Chris made a second to approve this policy with revisions - motion carried. The committee also reviewed the Book and Material Donation Policy and suggested that it did not need modifications. At the full board meeting, Claudia moved and Chris made a second to approve the Materials Policy – motion carried. The committee also began review of the Employee

Handbook. Early discussion included the need to modify the Equal Employment Opportunity statement. Next month the committee will continue with the review of the Employee Handbook.

Long Range Planning Committee

- Members met on March 20, 2018. At this meeting it was decided that Chris Charbonneau would be Chair, and Lynn Wartgow, Secretary. Goals of the North 40 Alliance were reviewed. The immediate focus is going to be on the HUB. An initial thought was to develop a manual that would include procedures and outline training for disaster and unusual circumstance. Darlene is currently spending about 20 hrs/month on this project. A MOU will be written in the future with the North 40 Alliance once roles are more clearly defined.

Director's Report: See attached.

Unfinished Business:

- None

New Business:

- Updates on various projects – Carpeting has been replaced in the main library and this will also be done in the children's room. The cistern hopefully will be completed before summer holidays, which increase water usage greatly. Currently working with Albert's Water on this project. For the A.E.D., the fire chief, Jerry Wagner, stated that he may be able to give the Library one and help with maintenance. Training would still be the responsibility of the Library.
- Website revisions. Darlene gave a presentation on the new website. The Go Live date is set for April 5th.

Other business: none

Next Board Meeting: April 25, 2018 @ 9:00 a.m.

Policy and Documents: April 25, 2018 @ 8:30 a.m.

Long-Range Planning: April 17, 2018 at 9:30

Finance: April 11, 2018

Adjourn at 10:45 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>

"This institution is an equal opportunity provider and employer"