

Red Feather Mountain Library District

Board of Trustee Minutes

April 25, 2018

Call to Order at 9:13 a.m. with a quorum present.

Board Members Present: Marleila Springer (President), Zen Raczkowski (Vice President), Lori Davis (Treasurer), Lynn Wartgow (Secretary), and Chris Charbonneau.

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 March 28, 2018 meeting were approved with a motion by Zen, Second by Chris.

Correspondence: None

Public Comments: None.

Friends of the Library: It was reported that the Maureen Paque, President of the Friends of the Library has set monthly meetings for the 2nd Tuesday at 12:30, May through September. The annual meeting of the FOL will be June 21st at Fox Acres.

Request from John Grose, a New Business item was moved up so that John could leave: John has been asked to be on the POA Board so he came to this meeting to ask if this would be appropriate, wanting to make sure that there was no conflict of interest as he is a library employee. It was determined that there was no conflict and John was thanked for checking.

Public Service Librarian Reports:

- Darlene discussed the NNLM grant of \$2500. She will work with the elementary school around issues of food insecurity. Lori brought up Kid's Café, a program associated with the Larimer County Food bank. She also reported that Dr. Crystal Dickerson, Integrated Health, spoke at the library and is interested in offering services through the library. See attached report.
- Jeanette reported that she is looking for more donations for the Summer reading program. Dana, our CPA, will be here at the May meeting. See attached report.
- Janet reported that there has been an improvement in collecting long overdue items. She also requested some in-house training in order to make changes on the website. See attached report.

Committee Reports:

Treasurer and Finance Committee Report

- There was no meeting of the Finance Committee in March. They will meet next following this Board meeting. A meeting with Dana will be at the full board meeting in May. A debit/credit card was obtained to pay for purchases required for grant projects prior to reimbursement. Lynn moved to allow staff to use the debit card, Chris second, for purchase and tracking of grant expenses. Motion passed.

Policy Committee

- Met before the full board meeting on April 25, 2018 and continued to review and update the Employee Handbook. Darlene asked about the having a flexible spending plan. Creed will look into this.

Long Range Planning Committee

- Shayle from Larimer County, and Darlene discussed the need for a database for the HUB and found out that we can piggyback on their database called "Ready Go." For this joint HUB venture there will need to be a MOU with the county and other partners. Darlene will set up a video conference with Shayle to begin discussion of roles and responsibilities for the MOU.
The Red Cross trailer that will be parked at Magic Sky Ranch will need to be relocated during the actual incident. The size of the trailer needs to be determined so that a suitable location can be found.
Need to meet with multiple agencies to see if information on the HUB can be shared and distributed.
Examples: Health Fair, Lion's Club Welcome Packet.

Director's Report: See attached. There is a safety grant that could help with the purchase of the AED and necessary training. A decision will be made by June 1st as to purchase an AED or get it through the Fire Dept. Albert's Water said that we can't use the type of cistern that we had hoped to use. Discussion on options is underway.

Unfinished Business:

- Update on 2018 projects: The new carpet and website look great.

New Business:

- Timeline for the distribution of the Agenda and Minutes were discussed. The Agenda has to be given to board members or Creed 3 days in advance of scheduled meeting. Minutes should be sent out prior to meeting but there isn't a minimum time required. Include Marleila in all correspondence. Any financial questions need to include Creed. Creed will post Finance Committee agendas with input from Lori Davis.
- The discussion of board member positions and responsibilities was tabled.
- The discussion of corresponding meeting absences and similar events was also tabled.
- An energy audit is scheduled for May 1st.
- Three additional items related to the Library's legal basis of service, disaster plan and "keeping the keys" were also tabled.

Next Board Meeting: May 23, 2018 @ 9:00 a.m.

Policy and Documents: May 23, 2018 @ 8:30 a.m.

Long-Range Planning: May 15, 2018 at 9:30

Finance: June 13, 2018 at 8:30

Adjourn at 11:12 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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