

Red Feather Mountain Library District

Long-Term Planning Meeting Minutes

June 19, 2018 – 9:30AM

Call to Order at 9:42

Determination of a Quorum – yes

Reading/Correction of the Minutes of the May 15, 2018 – no changes needed

Committee meeting Unfinished Business:

- Review Library HUB readiness - forms, supplies, procedural instructions with contact information. Work is in progress.
- Disaster Procedure Manuals/Training - Darlene will write up the steps in a procedural manual that will be available for staff and volunteers. This will be what is needed for local fires/disasters. She will have the first draft completed by June 26th.
- Report on database software training - Darlene and John Parker attended. There will be a database created specific for the North 40 Alliance area to list all of the resident's information so that if there is a disaster they will be given information in a timely manner. Creed suggested we look at a 3-Tiered process. Tier One is the finalization of the Operations Manual and the manual for the front desk along with training staff/volunteers for this. Tier Two is training the neighborhood captains, creation of forms for disasters.
- MOU Draft – Creed's concerns are:
 - 1) our relationship with the North 40
 - 2) Finances needed post disaster
 - 3) storage of items needed
 - 4) Library staff time

New Business:

- Solar Grant – Chargers may be placed in our parking area and look like a “car port”. Having this extra power will make us more viable during a disaster such as a fire. Money saved may be used to create a reserve fund for ongoing maintenance for the solar/power system. The money will be received in July.
- Review experience of Badger Creek Fire to date – This was a good practice run for the library. Shayle had direct contact with the fire team and shared information with the Library. The Library posted the information for patrons. They did experience an instance where the chain of information was not handled correctly but this created a good learning opportunity. Discussed

the need to have Darlene train others on how to handle information if she is not available. We need to have people register with “reverse 911” Larimer County Emergency Telephone Authority (LETA) so that they will be notified in case of a disaster. The website is

- Feedback from Community Preparedness Event - Low turnout. HAM radio operator moved to our area and will help the HUB project with a training come this fall.

Big celebration for the announcement of the Solar Grant will be July 10th.

May need to suspend the discussion on review of the Employee Handbook, to discuss internet safety guidelines.

Next Long-Term Planning Meeting: August 21, 2018 at 9:30 AM

Submitted by: Lynn Wartgow