

Red Feather Mountain Library District

Long-Term Planning Meeting Minutes

August 21, 2018 – 1:30AM

Call to Order at 1:45

Determination of a Quorum – yes

Reading/Correction of the Minutes of the June 19, 2018 – Lynn will remove the statement that referred to policy issues from the previous minutes.

Committee meeting Unfinished Business:

- Review Library HUB readiness - forms, supplies, procedural instructions with contact information. See attached draft from Darlene. The issue of training needs for staff and volunteers was discussed. The concern is that volunteers come and go so how do we work to make sure they all receive training in a timely manner and on-going manner.
- Review Disaster Procedure Manuals/Training - Darlene shared a draft of information that will be available for front desk staff and volunteers in case of a disaster. Chris asked that the document be labeled clearly indicating it as Disaster directions. In this document the issue came up about the collection of information from completed registration forms for disasters. A suggestion was made to install a locked-box in Darlene's office to keep this information secure. There needs to be a log to capture information provided by visitors related to the North 40 Alliance.
- MOU Draft – Review of Creed's draft. Issues for clarification: Storage of radio equipment for the HUB was discussed. Also, the issue of how to spell out expenses to be covered by the Library should be clear, which includes staff time. This led to a discussion of ways to help Darlene track the amount of time spent on all of her projects.

New Business:

- The issue of additional space for the library has been brought up. Some of the top needs for space were identified as: quiet space, space for children's programs, and space for computer stations. Options for additional space and revised space were identified. One of the next questions to be addressed may be for the amount of space needed.

Next Long-Term Planning Meeting: September 18, 2018 at 9:30 AM

Submitted by: Lynn Wartgow