

## Red Feather Mountain Library District

Board of Trustees Minutes

October 24, 2018, 9:00 am

A quorum was present, and the meeting was called to order at 9:19 am.

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

Staff Members Present: Creed Kidd (Library Director), Jeanette Heath (Librarian), Janet Markley (Librarian), and Darlene Kilpatrick (Librarian).

Minute corrections: There will not be an executive session held at the October meeting.

Zen moved to approve the September minutes as corrected and Cyndi seconded. Motion carries.

General Public Present: None

Conflict of Interest: no board members have a conflict of interest.

Correspondence: none

Public Comments: none

Friends of the Library Report and Discussion: none

### Staff Reports:

Darlene Kilpatrick – Darlene gave a verbal report on activities. Successful cooking class. Halloween Party preparations under way. Needs a horse trailer to transport animals for the Halloween Party. The tunnel logs are cracking in the playground and they are working on preserving them. Question came up re. donations that were made at the cooking class. Suggestion made to deposit these donations in the Friends of the Library account.

Jeanette Heath – Her report is attached. Jeanette gave an update on the programs she is maintaining, and their success.

She reported that the Library is exempt from specific increases to the PERA retirement plan but the employees are not exempt. Also, she reported that new employees will have decisions to make on how their money is invested. Another change coming through PERA is that some employee benefits, ex. sick pay, will be counted as employee income where it wasn't in the past.

Janet Markley – Her report is attached. Janet gave discussion on the events and items in her report. She is very excited about the enhancements in the new library software, Community Koha.

## Committee Reports:

### Treasurer and Finance Committee Report -

Report on October 19, 2018 Committee meeting: The meeting was moved to November 2<sup>nd</sup>. A question came up on line 71 of the draft 2019 budget under Teen Programming. Jeanette will revise this report and provide an additional explanation.

### Policy Committee:

Report on October 24, 2018 Committee meeting: The Policy Committee presented the RFL Library User Record Confidentiality, Privacy and Removal Policy for Board review with Claudia moving and Zen making a second to approve that the policy having a minor grammatical revision to paragraph 3 and Creed's addition of the reference to the new data law, be approved by the full board. Motion carried. The Board also voted to adopt the recommendation of keeping the recorded Executive Sessions for 90 days only, moved by Zen and second by Claudia, motion carried. The policy of use of Ruth's Gallery was revised to state that there may be times when this area may need to be accessible to the public during high use times. Moved by Claudia and second by Cyndi, motion carried.

### Long Range Planning Committee

The meeting date was moved to October 30, 2018.

Director's Report, Creed Kidd – his report is attached. Creed Kidd discussed his report with the Board, and gave updates. September use figures were very good. Request made for a formal bid, for approval of the board, on the EBSCO grant solar installation project.

### Unfinished Business:

Building and Maintenance Updates: carpet, water and lighting. Carpeting may be installed this Fall. For "water" see Creed's report. Lighting - interior florescent lights should be installed within a month.

EBSCO Solar Grant progress report: John Parker was not able to be with the board today. There is a question about batteries for the project which would allow us to run the system for 5 days when the grid was not available. There still is a question about how to build the system if we intend it to make money on the stored power.

### New Business:

Report on the upcoming AspenCat circulation system migration – Janet feels that she has the skills to do a training to volunteers and others on the new version of the new software from Bywater Solutions.

EBSCO homework databases – discussed previously.

Primary library documents – Creed sent out information for Board members to read.

Other Business – Budget: Because of the EBSCO grant we will have to amend the 2018 budget. Discussed potential funds coming through the Friends.

Adjournment at 11:10 am.

Upcoming Committee Meetings:

Next Board Meeting: November 28, 2018, 9:00 am

Policy and Documents: November 28, 2018, 8:00 am

Finance: November 2, 2018, 9:00 am

Long Range Planning: November 20, 2018, 9:30 am

Respectfully submitted by: Lynn Wartgow, Secretary