

Red Feather Mountain Library District
Board of Trustees Meeting Minutes **DRAFT**
February 25, 2017

Board Members Present: Julie Burness (President), Edie Gause (Treasurer), Angie Swindell (Secretary), Diane Nelson, Marleila Springer

Library Staff Members Present: Creed Kidd (Library Director), Jeanette Heath (Librarian)

General Public Present: Shayle Nelson, Larimer County Office of Emergency Management

CALL TO ORDER/DECLARATION OF QUORUM: A quorum was present and President Burness called the meeting to order at 9:08am.

READING/CORRECTION OF THE MINUTES of the January 25, 2017 Board of Trustees Meeting. Edie Gause moved to accept the January 25, 2017 minutes as corrected. Motion was seconded and the motion was approved unanimously.

CORRESPONDENCE: none

PUBLIC COMMENTS: Shayle Nelson of the Larimer County Office of Emergency Management presented information about a new community emergency preparedness/community resilience project titled Larimer Connects. It is funded by a one year grant. The project is a result of a county unmet needs study organized after the High Park Fire and flood events. She proposed that the library would serve as a community information hub when emergency events impact our area. We would be a point of contact for important information and updates. This was the initial discussion of how the library might serve the community. Diane Nelson moved to establish the library as a community information hub. The Motion was seconded and passed unanimously.

FRIENDS OF THE LIBRARY REPORT: No official report. The first Free Little Library is going up in Green Mountain Meadows in a few weeks.

STAFF REPORTS: Public Service Librarian Reports

- Darlene – not present
- Jeanette reported that movie night is every Saturday and attendance is going up at each event. One potential reason for low turnout is that parents need a place to hang out. Darlene is exploring a Parent's Night Out event.
- Janet – not present

COMMITTEE REPORTS

A. Treasurer and Finance Committee:

- a. Report on January finances – Board reviewed and accepted the January financial reports.
- b. QuickBooks software will need updating in May.
- c. Calendar of scheduled meetings – Upcoming meetings will be April 7th at 1pm, July 14th at 1pm, then the 2nd Fridays in September, October, November, and December at 1pm.
- d. Resolution to adopt exemption from full audit – Edie Gause moved to approve the resolution to adopt exemption from full audit to be submitted to the State of Colorado. The Motion was seconded and passed unanimously.

B. Policy Committee:

- a. Social Media Policy – Angie Swindell moved to accept the social media policy as corrected. The Motion was seconded and passed unanimously.
- b. Use of Library Services – Angie Swindell moved to accept the Policy on the confidentiality of library records as written. The Motion was seconded and the vote passed unanimously.
- c. Upcoming Reviews: Disaster Preparedness Policy

C. Long Range Planning Committee: Meetings will resume once we have a full board.

D. Search Committee: Report on efforts to solicit replacement Board members. We have 2 applicants (one realtor, one former admin assistant) that the committee will interview soon.

LIBRARY DIRECTOR'S REPORT:

Creed reviewed his monthly report, highlighting that SIPA isn't funding internet redundancy projects this year but they have forwarded our Redundancy Grant proposal to DOLA.

UNFINISHED BUSINESS:

- A. **Strategic Plan – Technology** - The Board reviewed the current plan. No changes were recommended at this time.

NEW BUSINESS:

- A. **Introducing “Best Practices...”** Webcasts as presented by Kathy Gaines – tabled.
- B. **Reading of Kathy Gaines’ resignation letter** – Julie Burness read Kathy’s letter to the Board.

ADJOURNMENT: Julie Burness declared the meeting adjourned at 10:43am.

Upcoming Meetings:

- Policy and Documents: March 22, 2017 8:30am
- Board Meeting: March 22, 2017, 9:00am
- Finance: April 7, 2017 1:00pm
- Long Range Planning: TDA

Respectfully submitted,

Angie Swindell - Board Secretary
February 2017

Red Feather Mountain Library District
Board of Trustees Meeting, February 22, 2017
Director's Report – Creed Kidd

Building and grounds

--Making the most of our space. Two additional DVD spinners have been purchased and installed. The first to allow growth, more convenience of access (e.g. shelves off the floor), and the second to move the new DVDs and Books on CD to the spinner to allow additional growth of the general Books on CD collection and additional room for the growing (and popular) Graphic Novel collection.

The circulating e-readers will be moved to the current location of the Graphic Novels. The paperback rack has been moved to the previous location of the dictionary stand, and, with judicious removal of those titles in poor condition and not circulating will be retained for the time being.

Bob Pichi/ Under the Hammer Construction has been asked to bid shelving in the non-used Puppet Theater for new children's materials, the intent being to free up another prime-space stack.

We also reviewed railing and stairway on the Stenzel walkway, repair of the skylight, landscape issues and facility lightning rod.

Security alarm

--High winds on Friday, Feb. 10 damaged the library's Prairie Divide sign, and moved the wooden oar boat from its location at the Robinson Cabin to the west side of the library. A concomitant power outage on Saturday resulted in our inability to turn off or reset the alarm system. Consequently, Phil, with Rocky Mountain Low Voltage was on site Tuesday, Feb. 14, to examine the system and replace worn, nonworking (and/or hyperactive) parts.

We have a redundant system of alarms. One, managed by Rocky Mountain Low Voltage and the second hard-wired to a library circuit. We've asked for a bid to consolidate the alarm system.

Redundancy grant

--We have been informed by SIPA that they are not funding wireless projects this year. They have forwarded our proposal to DOLA for review. Another option would be e-rate application that, if accepted, would provide 50-60% cost coverage.

Overdues

--We are currently reviewing overdue handling to watch for trends, issues, things we can fix.

Month in a nutshell.

--Circulation was up 25% to 2,347, an all-time January high.
Library visits were down in January, 12% less than Jan., 2016 at 938 users.
Twenty-two library cards were issued in January, up 120% from the same period last year

Teen/Financial Report by Jeanette Heath for

February 22, 2017 Board Meeting

Programing

I have been doing Teen Movie Nights two times a month and with Darlene's permission I have started Adult Movie Night. Having them more frequently has been great so far since I have done three weekends in a row. I have had attendance each time so far.

Study Hour, Teen Comp Time, and Teen Hangout every Saturday.

Training

I have a few more seminars coming up that I will be going to the first one is April 1st in Denver for Colorado Teen Literature Conference.

Human resources seminar in Fort Collins on the 10th of April

Quickbooks seminar in Fort Collins on the 24th of April

Grants

The GOCO (Great Outdoors Colorado) total spent \$19,571 Left to spend \$2,394.00

I am currently working on a grant for NASA@yourlibrary with Judy Viola if we get this grant it will provide backpacks and other supplies to help with STEM and the study of space.

Financial/ Other

Grant Debit card has been received

I have the first quarter meeting with Dana Schriver on the 21st at that point we will move the funds from the operating to reserves.

Red Feather Lakes Library
Darlene Kilpatrick's
Board Report for February 2017

1) Programs

I had my first Parent's Night Out- my pilot. The kids had fun and the parents really appreciated the break. I am limiting the number of kids that can take part since it is only me. Volunteers may help in the future. Several older kids were my helpers which helped but had its limits. We made pizzas and sundaes which worked well. We did games and tried to watch a movie but I had technical difficulties that Creed and I figured out. I will do the program again next month.

Larimer County had a working group at the library to discuss transportation issues in our area. Ironically several people did not show up due to transportation issues. This is the beginning stages and there is no funding to offer transportation at this time.

The class on radon awareness is Feb.28th and gives out a free kit for those that attend. They also pay for the fee to analyze the test. Pass it on to your neighbors!

I attended the CATS conference and it gave me some ideas for kids programs and resources for STEM activities. It always helps to get new ideas.

As I have in the past 2 years, I did a station at the RFL school for their STEM extravaganza. I had an abundance of animal pelts and skulls. The kids had a great time and after the 7th group I was pleased I did not lose my voice. I met several new volunteers to help with the kids program at the STEM event. You can never have too many! Matt Marrietta (principal) and the teachers expressed their gratitude for all of our help.

I hope to offer another painting class through the friends in the next couple of months. I will be attending the CLEL conference this coming weekend for youth programming.

2) Grants – GOCO update and Larimer County Small Community Partnering Grants

We were awarded the Larimer County grant for the educational signs. Yea!! This will help us get high quality signs in our new play area. Angie will accept the award at their banquet since I am out of town.

I applied for the Pharos grant with Bohemian. We will not find out till May if we will be awarded the grant. Keep your fingers crossed!

Dec.2016 - Jan. 2017 Report – Weekend Circulation Librarian – Janet Markley:

Mail Chimp: Announcing our movie nights and other news. At Creed's request, I sent out a large section of links for various library services. I also sent a reminder announcement of our Trustee opening. 2017 – 5 campaigns (announcements) sent & currently 653 subscribers

"I Love My Library" contest. – This is a repeat from last year. We asked patrons to fill out a valentine by answering two questions:

I love my library because ____.

My suggestion for 2017 is ____.

Our winner was chosen in a random drawing. Here are this year's responses...

I love my library because...

I love the books

They always have what I need

I love the books and the staff are really nice

The large selection of books

Everyone is so welcoming and nice! And you have AMAZING fast internet.

You always have newer movies

It often has the books, movies, series & games I like

The Staff and Volunteers are so helpful and friendly

It has a great choice of books and movies

Wonderful Children's Section

The very knowledgeable & nice staff and volunteers

You guys are the friendliest, most accommodating librarians in the entire world

My suggestion for 2017:

Have a children's movie night

Everything is great

Red Feather Library Rocks!

Full House and Dork Diaries

Stay the same

New Carpet!

You could get more audiobooks (juvenile)

Don't have any (suggestions) – everyone is really great

To have a suggestion box for new books, cds, dvds, etc.

Just keep up the great work!

Continuing projects/assignments:

Creed is doing this while I'm working reduced hours: I'm continuing to work on some of the computer maintenance tasks - - checking for updates and malware. I completed maintenance on the retired laptops. I am proceeding with updates on the new computer lab PCs. Updates are taking quite a while to load on the public pcs. We're experimenting with trying to load the updates the night before to minimize "downtime" for our patrons. So far so good.

I am printing the monthly Library calendar and events page using templates that Jeanette had saved.

Creed has asked me to keep the Book Club lists current as well.

I continue to maintain our library's email announcements list and have begun sending out the batch emails. My first successful Mail Chimp campaign was sent on 7/25/16.

2016 – 13 campaigns (announcements) sent

Assisting Sandy M. with cataloging/searching/labeling projects as needed.