

Red Feather Mountain Library District
Board of Trustees Meeting Minutes
March 22, 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), Janet Markley (Librarian), Darlene Kilpatrick (Librarian)

General Public Present: Jane Wagner and Zen Raczkowski

CALL TO ORDER/DECLARATION OF QUORUM: A quorum was present and President Burness called the meeting to order at 9:04am.

READING/CORRECTION OF THE MINUTES of the February 25, 2017 Board of Trustees Meeting. Diane Nelson moved to accept the February 25, 2017 minutes as presented. Motion was seconded and the motion was approved unanimously.

CORRESPONDENCE: none

PUBLIC COMMENTS: Julie spoke with someone who was looking to buy in the area and checked out the library at Julie's advice. This person was surprised how nice it was. The Board and library has received multiple positive comments about Little Free Library. It has been refilled 3 times.

FRIENDS OF THE LIBRARY REPORT: No questions

STAFF REPORTS: Public Service Librarian Reports

- Darlene highlighted grants in progress, the upcoming author talk with Shreve Stockton on April 7th from 11am-noon. She will be doing a NASA LEGO league next year. She will be redoing the library website with assistance from Kieran Nixon, IT person with state library. There is a Ladies Painting coming up this Sunday. She will be meeting with Shayle Nelson of Larimer County Friday, April 7th.
- Jeanette highlighted the NASA grant that she is working on with Judy and the elementary school. Two astrology programs are already scheduled. The grant is a three-year project with kits and includes training. SEEC has new observatory with telescopes that go with the project well. Colorado State Parks passes has been checked out 6 times. Ruth's Gallery artist, Kathy Morrison, is doing a talk March 31st at 1pm. She is donating all the books she did art for.
- Janet updated us on her current and future schedule.

COMMITTEE REPORTS

A. Treasurer and Finance Committee:

- a. Report on January finances – Board reviewed and accepted the February financial reports.
- b. The next Finance meeting has been changed to Wednesday, April 5th 1pm.

B. Policy Committee:

- a. Disaster Preparedness Policy revision – The policy committee met and voted to present the Board with the revised Disaster Preparedness Policy. Angie Swindell moved to approve the revised Disaster Preparedness Policy as presented. The Motion was seconded and passed unanimously.
- b. Addition D to the 2015 Strategic Plan, Section 8, Outreach - The policy committee met and voted to present the Board with Addition D to the 2015 Strategic Plan, Section 8, Outreach. Angie Swindell moved to approve Addition D to the 2015 Strategic Plan, Section 8, Outreach as presented. The Motion was seconded and passed unanimously.
- c. Upcoming Reviews: Deselection of Library Material and Policy on Public Notices

C. Long Range Planning Committee: Fred Sandal and Pat Clemens have volunteered to be committee community members. Creed will send an invitation to additional community groups for more community members. Edie Gause and Julie Burness are committee members.

D. Search Committee: Jane Wagner and Zen Raczkowski introduced themselves.

LIBRARY DIRECTOR'S REPORT:

Creed reviewed his monthly report, highlighting that we haven't had any septic issues and the well pump to be tested soon. There is a reception for the SIPA/DOLA FailOver grant April 18th in Denver that Creed might not be able to attend and he recommends someone going in his place. Creed discussed the website redesign, highlighting that people are on website for 90 seconds, have difficulty finding things on page, and his desire to simplify it (catalog, events, ebooks). Creed created a sample Friends of the RFL Library website to demonstrate to the Friends what their own site could look like. Ann wants a link from ours to theirs. The State report is done.

UNFINISHED BUSINESS:

- A. **Little Free Libraries** – Great public feedback. Western Ridge returned shelving and books, but are interested in doing a Little Free Library outside.
- B. **Volunteer Dinner date** – Date set for Friday, August 11th at 6:00pm.
- C. **Larimer Connects hub update** – Darlene, Diane and Angie will meet with Shayle Nelson (Larimer Connects coordinator) soon. Glacier Views Meadows voted to be Hub #2.

NEW BUSINESS:

- a. **Colorado State Library Standards** – Will start reviewing next meeting. Homework to look at number 1 and visit website.
- b. **Strategic Plan – Planning** – Board reviewed. No changes recommended at this time.
- c. **Committee Members** - Board reviewed current committee members
 - a. Finance – Edie Gause, Julie Burness, Marleila Springer, community members are Stu Burness and Diane Sandal
 - b. Policy – Diane Nelson, Angie Swindell, Marleila Springer, Julie Burness
 - c. Long Range Planning – Edie Gause, Julie Burness, Fred Sandal, Pat Clemens
 - d. Search – Julie Burness, Marleila Springer
- d. **Electing a Vice President** – Diane Nelson volunteered. Edie Gause moved that Diane Nelson be the vice president of the Library Board of Trustees. The Motion was seconded and approved unanimously.

Executive Session 10:37am – Personnel – Purpose of the meeting: Discuss two candidates for Board of Trustees. Creed was asked to stay. Ended 11:00am.

Discussion on filling vacancies on board.

Edie Gause recommend that the Board invite Zen Raczowski and Jane Wagner to be members of the Board of Trustees. The Motion was seconded and passed unanimously.

ADJOURNMENT: With no further business, Julie Burness declared the meeting adjourned at 11:03am.

Upcoming Meetings:

Policy and Documents: April 26, 2017 8:30am
Board Meeting: April 26, 2017, 9:00am
Finance: April 7, 2017 1:00pm
Long Range Planning: TBD

Respectfully submitted,

Angie Swindell - Board Secretary
March 2017

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

Building and grounds

--Determining causes of our summer holiday water shortage: either the well water level is unable to keep up with demand, or, the well pump requires serving or replacing. Wayne's Pump Service is scheduled to test the pump this spring – which in our records was installed in 1987 – and explore otherwise the possibility of a cistern for high-demand use periods.

--Matt Clemens has donated time, labor and materials in repairing and repainting the Prairie Divide library sign that was blown down during the high winds February 9, resetting new posts in concrete anchors. Caulking has also been applied where the flying boat hit the west side of the building.

Security alarm

--The wired smoke alarm system has been repaired with the replacement of two detectors and is now again operational. This is a redundant system subordinate to (but separate from) the primary security fire system.

Wireless Redundancy grant

--We have been awarded \$3500 by SIPA/DOLA to complete this project. There is an afternoon awards ceremony in Denver April 18, 2017 with area legislators enlisted to present the awards.

Free Little Libraries and NextDoor

--There were several highly favorable comments following Jeanette's original posting regarding the 'barn-raising' of the first Little Free Library. We assume a great deal of public support for this Friend's project. The new owners of Western Ridge have returned the shelving and books for the mini-library that was located within the restaurant but are interested in hosting an outside Little Free Library.

RIPL Conference

--We've received a stipend through the State Library to attend the RIPL Workshop to be held in Colorado Springs July 31 and Aug. 1 this year. This will provide 2-night lodging, meals and travel mileage for a substantial travel savings.

Library hours

Hours open are now a de facto 9a-5p schedule. Mid-May, other issues remaining stable, we'll go to a 9a-6p schedule through September 15 – the height of the summer season. Following, use will be evaluated.

Government issues

--It's reported that SDA is working on legislation to meliorate the effects of the Gallagher amendment. We won't have a serious estimate of the impact of Gallagher on future property tax years – until the county revenue estimate comes out in late August.

--Otherwise, the proposed 2018 federal budget eliminates funding for IMLS nationally, which provides financial support for AspenCat as well as other Colorado library-funded functions. We'll be watching status as the budget winds through the legislative process.

--Given current difficulties in balancing the Colorado State budget this year, we'll also be watching the status of the State Development grants, which as an annual appropriation has provided us \$3500 – 4000 the last several years.

Month in a nutshell.

--Circulation	February, 2017	2046, up 6% from 2016
--Visits	February, 2017	562, down 36% from 2016
--New cards	February, 2017	13 cards, down from 18 issued in Feb. 2016
--OverDrive use	February, 2017	121 items borrowed, up from 88 borrowed in Feb. 2016

Red Feather Lakes Library

Darlene Kilpatrick's

Board Report for March 2017

Programs

It was a lovely spring break. GV Art, Ready Set Go! and Preschool will start again this week. We had a great hike at Boy Scout Ranch and will go back later in the season.

I offered an oldie but goodie- Tea Time. Some of the ladies requested the class again. Tea sets were brought with snacks and tasty treats. I brought the tea and some snacks, even crumpets. We went over how tea is beneficial, health and shared stories. We plan to have another class soon.

Parent's Night Out and Ladies Painting this Sunday at GV are back by popular demand. They will be offered this weekend.

I read Dr. Seuss to the kids while they had lunch at the school to celebrate his birthday and then read another book to Jo Johnson's class.

SEEC and I are cosponsoring for the Butterfly Pavilion to give a presentation with live animals for the end of the Summer Reading Program. I have ordered t-shirts and will get started on the book logs.

Grants – GOCO update and Larimer County Small Community Partnering Grants and NASA grant

With the weather being unexpectedly warm, I hope to finish more on the GOCO grant.

Hopefully, Bob Pichi will be able to finish the stations that were designated with the log posts. I will go through the quotes for the educational signs and get a sample of the work each company can do. We can also look into a sign that has playground rules. We also need to get shelving in the new shed and the flooring- thanks to Diane's donation!

Jeanette, Judy and I have been working on the NASA grant together that Jeanette found. There are a lot of great ideas for programs and speakers. Even if we don't get the grant, we will do as many of the programs as possible.

Teen/Financial Report by Jeanette Heath for

March 22, 2017 Board Meeting

Programing

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

I am going to start setting up a Teen Book Group as well.

Training

I went to a Front Desk Safety Seminar on Friday the 17th in Fort Collins. It was a very interesting seminar and I hope with some of the suggestions they provided we can get our Emergency protocols updated and put into use.

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@mylibrary with Judy Viola & Darlene if we get this grant it will provide backpacks and other supplies to help with STEM and the study of space. I have contacted the Friends for a letter of recommendation for this project. I have also contacted the school. I have high hopes that we will be able to get this grant and should hear by May if we are receiving it.

Financial/ Other

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

With Creed's help I have also set up a new computer for my office and the front desk computer too. Now I can work at the front desk on less sensitive information when there is no one else available to work the desk. I have attached the response back from the State on how the State Park Packs are doing overall. For us they have checked out 6 times each.

