

Red Feather Mountain Library District

Board of Trustee Minutes

December 13, 2017

A quorum was present, and the meeting was called to order at 9:00 a.m.

Board Members present: Julie Burness (President), Zen Raczkowski (Vice President), Mareila Springer (Treasurer), Lynn Wartgow (Secretary), and Lori Davis.

Staff Members present: Creed Kidd (Director), Jeanette Heath, Janet Markley and Darlene Kilpatrick, (Librarians), and John Grose (Maintenance).

Members of the general public: Maureen Paque (President of Friends of the Library), Chris Charbonneau (Board Member candidate), and Daniel Dauwe.

At 9:00 a.m. the Public Hearing of the 2017 Amended Budget took place. It was noted that the changes in amounts of income and expenses were due to grants. Capital items were not itemized on this budget and a request was made to have this itemization done.

A motion was made to approve the amended budget by Marleila Springer with a second by Zen Raczkowski. The motion was approved.

The minutes from the Trustees meeting of October 25, 2017 were reviewed and amended. Under Treasurer and Finance Committee Report, it was noted that there were two new employees, but only one new position, as the Cleaning Service position has existed in the past. Zen Raczkowski moved to accept the minutes as amended, second by Marleila Springer. Motion carried.

At 9:30 the Public Hearing of the 2018 Budget began. A community member, Daniel Dauwe had multiple questions which were answered by the Director and a staff member. Mr. Dauwe was thanked for his interest and involvement in the process. A motion was made to approve the budget as presented by Marleila Springer, second by Zen Raczkowski. Motion carried.

Correspondence: A Certificate of Appreciation was received for the letters that were written to our veterans. Jeanette Heath is seeing that this is shared with all groups that participated.

Public Comments: None

Maureen Paque, President of the Friends of the Library (FOL), stated that this group meets May – September so is not presently active, however, going into this break, members have taken on projects to explore over the Winter. One such item is “membership.” FOL are hoping to fund the re-carpeting of the library. There has been positive community response to the establishment of the Little Free Libraries. The need to promote and clarify the Amazon Smiles program was addressed.

Public Service Librarian Reports

- Darlene - Report attached. Darlene also shared tile samples that will be used as engraved signs in the outdoor garden area. A discussion on the updated status of the “HUB” followed.

- Jeanette – Report attached. Discussed her interest in expanding programs/services for teens in surrounding areas within the Library service area. A suggestion was entertained to do a needs assessment prior to outreach to community partners.
- Janet - Report attached. Discussion on ways to expand MailChimp campaigns.

Committee Reports:

Treasurer and Finance Committee Report

- Reports from Jeanette on November, 2017 Financials were previously emailed. Questions were invited and the new positions were highlighted.
- End of year closing of 2017 Financial activities. Jeanette will be meeting with Dana Shriver, the accountant for the Library, to close out the finances for this year.

Policy Committee

No report

Long Range Planning

No report. This committee may start up again in April 2018 if the need is confirmed.

Search Committee

There currently are three positions available. One may be filled when this committee goes into Executive Session later this morning.

Director's Report

The report is attached. Discussion on fiber optics. Creed advised the board that there has been a delay in the receipt of the necessary equipment to proceed. He also reported on a dog bite incident that occurred on Library property. He is working with parties involved and will keep the Board apprised.

Unfinished Business

- Capital Improvement updates were addressed in the Director's Report.
- Newly hired maintenance person, John Grose, was introduced. John reported on the projects he has been working on.

New Business

- Officers for 2018 were designated: President, Marleila Springer; VP, Zen Raczkowski; Treasurer, Lori Davis; and Secretary, Lynn Wartgow.
- A representative to the Special Districts Association/CSD Pool will be discussed at a later date.
- Resignation letters from Jane Wagner and Julie Burness were received and accepted. They are attached. Members of the Board wish to thank them for their service.

The Board of Trustees went into Executive Session at 11:30 The purpose was to discuss the positive Performance Review of the Library Director, and additionally, to vote on the approval of a new Board Member, Chris Charbonneau. A motion was made by Marleila Springer, second by Zen Raczkowski, to approve the nomination of Chris and was carried.

Adjournment at 12:14.

Next Board Meeting: January 24, 2018, 9:00

Policy and Documents: January 24, 2018, 8:30

Finance: January 10, 2018, 8:30

Official placing and posting notices: inside library hallway bulletin board; library front entrance exterior bulletin board; Main Street library bulletin board; library webpage at <http://redfeatherlibrary.org>

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