

Red Feather Mountain Library District
Long Term Planning (LTP) Meeting Minutes

October 21, 2019, 3:00 p.m.

The meeting was called to order at 3:20 p.m. with a Quorum present. In attendance today: Creed Kidd, Darlene Kilpatrick, Chris Charbonneau, Kevin Snell and Lynn Wartgow.

The minutes from the April 16, 2019 meeting were reviewed and motion made by Chris Charbonneau to approve, second by Lynn, motion carried.

Unfinished Business:

- Review Library HUB readiness

There has not been a training for the staff using the manual created for disasters. It was not used during the last two fires. HUB/North 40 volunteers came in during both of these two fires and stayed at the Library to assist. With the Elk Fire, calls came in to the library asking for information before the library had gotten official word. We should have given those callers information on where to call, these resources should have been in the manual and staff should have had this information.

Discussion followed about all of the issues connected with the fire, who is involved, state or federal land, who is in charge and responsible for the exchange of information.

Lessons learned: 1) The form to gather information from callers, identifying the needs of the caller and follow-up needed, has to be created within two weeks. Following the creation of the form, the process of how it will be used must be made clear. 2) Create a handout of resources for callers, stating that if the fire/disaster is on federal land, contact ..., if the fire/disaster is on state, county land contact...

Suggestion: The library should inform the community that they are available to answer questions during an incident and be clear on the hours that they will be doing so. When the incident has passed the library should inform the public that they will no longer have extended hours.

- 3-year strategic plan
Creed will send us the current 3-year plan for our review.

New Business:

Next meeting of the LTP Committee will be Thursday, October 31 at 11:00 a.m.

Adjourn: 4:48 p.m.

Respectfully submitted by: Lynn Wartgow