

Red Feather Mountain Library District
Board of Trustees Minutes
December 11, 2019

A quorum was present, and the meeting was called to order at 9:06 a.m.

Board Members Present: Zen Raczkowski (Vice President), Lori Davis (Treasurer), Chris Charbonneau, Tom Sudduth, Kevin Snell and Claudia O'Neill.

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

Chris Charbonneau acted as Secretary in the absence of Lynn Wartgow.

Reading/Minutes corrections from October 23, 2019 meeting: Kevin moved to have the minutes approved for the October meeting as written and Claudia seconded. Motion carries.

Correspondence: none

Public Comments: none

Conflict of Interest: none

General Public Present: none

Friends of the Library Report and Discussion: No report

9:00 AM Public Hearing of the Proposed Amended 2019 Budget: No members of the public were present. The proposed amended 2019 budget was reviewed. Claudia moved to accept the amended budget as written and Lori seconded. Motion carries.

9:30 AM Public Hearing of the Proposed 2020 Budget: No members of the public were present. The proposed 2020 budget was reviewed. Tom moved to accept the budget as written and Lori seconded. Motion carries

Staff Reports:

Jeanette Heath – See report attached.

Janet Markley – See report attached.

Darlene Kilpatrick – Report attached.

Committee Reports:

Treasurer and Finance Committee Report:

- Financial report and budget had been reviewed. Committee met December 9, 2019.
- Large purchase debit card was discussed with recommendation to explore credit card as a better option.

- Finance Committee is advising to open a second savings account in a separate bank so that all funds are FDIC insured.

Policy Committee:

- Report of the December 11, 2019 Committee meeting
- The Policy Committee met this morning to review a form to allow for Colorado Open Records Act requests.
- The Committee also discussed library staff succession planning.

Long Range Planning Committee:

- Review of the October 31, 2019 Committee meeting. During this meeting there was a review of the current 3 year plan and recommendations for steps moving forward. Creed will make relevant adjustments to the current plan and submit for review.

Director's Report, Creed Kidd – his report is attached. No questions were asked.

New Business: Election of Officers

Lori is not able to continue as Treasurer due to scheduling conflicts. She will continue on as a committee member as long as possible. Claudia moved to nominate Kevin to be the Treasurer with assistance from Lori and Tom seconded. Motion carries.

Kevin moved to nominate Zen as President and Lori seconded. Motion carries.

Lori moved to nominate Claudia as Vice President and Kevin seconded. Motion carries.

Claudia moved to retain Lynn in her current role as Secretary if willing and Kevin seconded. Motion carries.

A Patron Behavior issue was discussed. Creed discussed the incident that occurred on November 21st in which a patron was abusive to staff. 911 was called and Creed has emailed the patron indicating that he/she is not allowed on library property or 911 will be called. A certified letter will be sent and signed by Creed and the Board President. There was discussion of next steps. Tom asked if an official complaint had been filed and Janet suggested that the library can give the patron an eviction notice. It was decided that Creed will follow up with an attorney to find out the best course of action and see if it is necessary to file a formal complaint with the Sheriff. There have been behavioral issues with this patron in the past and it was felt that a clear and final disallowance from the library is necessary to protect both the staff and other library patrons from this individual.

Certificate of Valuation for the 2020 budget year: Chris moves to accept the certificate of valuation for 2020 and Lori seconded. Motion carries.

Policy Committee has updated the Time Reporting Policy to reflect the wording “by the current, designated date each month” to allow for greater flexibility in payroll processing. Claudia moved to accept the Time Reporting Policy change and Zen seconded. Motion carries.

Unfinished Business:

EBSCO solar project discussion: The Solar Project and the Library were recently written about in the PVREA newsletter. Dana, the library accountant, was consulted regarding the formation of an LLC and determined that the Library was not able to do this. Lori suggested consulting DOLA to see if they can weigh in on the LLC issue and if there are any concerns of the Library acting as a Public Utility. It was discussed that ultimately, once the contract was received, which has been reported to be delivered by December 15th, that the libraries lawyer be consulted regarding what the library can and cannot do in relation to Solar Project Option B. Claudia suggested that if the contract is not received on the 15th we discuss implementing a deadline with Sandbox.

Adjournment at 10:40 a.m.

Upcoming Committee Meetings:

Next Board Meeting: January 22, 2020 9:00 a.m.

Policy and Documents: January 22, 2020 8:30 a.m.

Finance: January 17, 2020 2:00 p.m.

Long Range Planning: TBD in January, 2020

Respectfully submitted by: Christina Charbonneau, acting Secretary