

Red Feather Mountain Library District

Policy Committee Meeting Minutes

December 11, 2019

The meeting was called to order at 8:39 by Zen Raczkowski.

Committee members present: Zen Raczkowski (Chair) Creed Kidd (Library Director), Claudia O'Neill and Tom Suddeth.

Tom moved to approve the minutes of the previous meeting, Zen seconded the motion. The minutes were approved as written.

An amendment to the Employee Handbook regarding the due date for signed time sheets to be received by the Financial Librarian. The wording is changed from "The Financial Librarian must have the approved, signed time sheets by the morning of the 20th of each month." To the new wording which reflects a change in due dates "The Financial Librarian must have the approved, signed time sheets by the current, designated day each month". Tom moved to approve this change, Zen seconded the motion. Motion passed. Change will be present to the full board for approval.

The new request for information form that includes the updated wording "The initial request for information by a person, agency, association or affiliated group will be charged at the rate of the first hour for free, additional time will be charged at \$25 per hour for all staff time and 25 cents per page. Subsequent requests for information by the same person, agency, association or affiliated group will be charged at the rate of \$25 per hour for staff time and 25 cents per page, with no free hour.

Estimates of costs for all requests will be provided and payment will be due in advance. If the necessary time exceeds the estimate the party or parties requesting the information will be notified that additional time is needed, an estimate will be provided, and payment will be due in advance.",

was present for approval. Claudia moved that the new form be approved, Tom seconded the motion and the motion passed. The new form will be used as of January 1st 2020 with full board approval.

Strategic plan planning for 2020 will be addressed in segments rather than a one- time overview. Some areas to be addressed but not limited to at the beginning of the year include Computer Access and Community Involvement.

The Policy Committee discussed strategic planning for succession issues. This included the following topics:

- The mix of a search committee
- Reviewing who makes up our stake holders
- Advertising job listings
- In house hiring
- Qualifications

The next Policy Committee meeting: January 22, 2020 at 8:30 am

Meeting adjourned at 9:02 am

Submitted by: Claudia O'Neill