

Red Feather Mountain Library District

Board of Trustees Minutes

October 28, 2020

A quorum was present for this meeting held via Zoom, and the meeting was called to order at 9:16 a.m.

Board Members Present: Claudia O'Neill, (Vice President), Lynn Wartgow (Secretary), Kevin Snell (Treasurer) Chris Charbonneau and Tom Sudduth.

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

Reading/Minutes corrections from Board meeting August 26, 2020: Kevin moved to have the minutes accepted as written, Tom made a second and the motion carried.

Correspondence: none

Public Comments: none

Conflict of Interest: none

General Public Present: none

Friends of the Library (FOL) Report and Discussion: Tammie Miller, President of the FOL, was in attendance and reported on the \$7,500 Etchepare Family Foundation grant that was received. From this award, \$5,000 is to be used for bonuses for Library Staff, and \$2,500 for spending at the discretion of the Friends of the Library. The check will be forwarded to the Board for dispersal so that the money can be tracked and appropriate taxes paid. Kevin asked that the Board President of the Library also send a thank you to the foundation. Kevin also asked about making up any lost wages for staff due to evacuations caused by the fire. Kevin moved that the part time employees be paid for what would have been regularly scheduled work hours during the evacuation. Second by Tom, motion carried.

Staff Reports:

Darlene Kilpatrick – Report attached. Darlene is watching for community needs and trying to connect those folks to the resources they need. One need is for firewood and Kevin commented that he has some to give away.

Jeanette Heath – Report attached. A grant was received for \$7,500 to cover expenses for additional supplies and materials needed at the library because of Covid-19.

Janet Markley – See report attached. Jeanette commented that Janet's mother recently died and asked for any comments of sympathy to be sent.

Director's Report, Creed Kidd – his report is attached. Kevin asked if there was going to be any problem with the cement footings as there was a delay in getting this work done because of the evacuations. Creed felt that there wouldn't.

Committee Reports:

Treasurer and Finance Committee Report:

- Report of the October 23, 2020 Finance Committee Meeting. This meeting was cancelled, no report.

The Policy Committee met earlier this morning and reviewed the Employee Health and Benefits Policy and discussed the 3 Year Strategic Plan. A motion was made at the Policy meeting to bring 3 items to the full board for their approval 1) related to employee benefits 2) related to adding Martin Luther King Day as a holiday and 3) a request for an extension to complete the Strategic Plan.

The motions are as follow:

- 1) Kevin moved with a second by Tom to accept the revisions to the Employee Benefits Policy. They would allow for a cost of living increase for all staff and an additional hourly increase for the two Maintenance and Janitorial staff positions. Additionally, it was suggested that the library would cover the cost of limited immunizations (Flu, Pneumonia and Covid-19) if an employee wishes to receive them. Motion carries.
- 2) Tom moved with a second by Chris to add Martin Luther King Day to the list of paid holidays at the Library. Motion carries.
- 3) Kevin moved with a second by Chris to extend the due date for the completion of Strategic Plan to December 31, 2021. Motion carries.

Long Range Planning Committee: Has not met.

Solar Project Committee:

- Progress update: Workers had been working hard on the project with some delays due to evacuations. We are waiting on some materials at this time.

New Business:

- 2021 Proposed Budget has not gone to the finance committee yet. Dollar amounts for grants are proposed. The HVAC system may need to be updated to handle air flow due to issues such as Covid 19.

Continued business:

- No items

Adjournment at 10:09 a.m.

Upcoming Committee Meetings:

Next Board Meeting: December 9, 2020 @ 9:00 a.m.

Policy and Documents: December 9, 2020 @ 8:30 a.m.

Finance: TBD

Long Range Planning: TBD

Solar Project: TBD

Respectfully submitted by: Lynn Wartgow, Secretary