

Red Feather Mountain Library District
Board of Trustees Minutes
April 26, 2022

A quorum was present for this meeting and the meeting was called to order at 9:21 a.m.

Board Members Present: Sumukh Torgalkar, Bill Moxon, Lynn Wartgow, Jackie Scheuerman, Bill Grindle and Julie Sauter.

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

Reading/Minutes corrections from the Board meeting on March 22, 2022: Jackie moved to have the minutes accepted with corrections and additions. Lynn made a second and the motion carried. Minutes from the special meeting of March 26th were asked to be accepted; Sumukh moved to accept and a second by Jackie was made. Motion carried.

Public Comments: none

Friends of the Library Report and Discussion: none

Staff Reports:

Darlene Kilpatrick – Report attached. Darlene provided clarification on grant items on her report. Easter activities went well.

Jeanette Heath – Report attached. Quarterly reports completed.

Janet Markley – See report attached. Nothing new to report.

Committee Reports:

Treasurer and Finance Committee Report: Finance policy was moved forward. Finance Committee is meeting later today. Decision was made to stay with debit cards instead of using credit cards. If there is a fraudulent charge, the debit card company notifies library staff.

The Policy Committee met earlier this morning and discussed multiple policies and statements. The Library Inclusion, Mission and Vision statements were presented by Sumukh. They are now being brought to the full board for review. Sumukh moved and Jackie made a second to approve. Motion carried. The Children's Safety Policy and the Library Disaster Policy are staying with Creed and staff to revise and then they will be brought back to the Policy Committee for review.

Long Range Planning Committee: The committee met and discussed library expansion. Bill spoke with Jason Fast and he will reach out to Larimer County and also an architect to help us begin to think about plans and the process. They also discussed marketing for the library.

Sumukh suggested videos to promote the library. Our new member Bill Grindle is interested in working on marketing issues.

Director's Report, Creed Kidd – his report is attached. Sumukh had questions about Global Broadband. Creed states that we have received the contract and payment. They should start installation of the line and antenna on the roof.

Creed has arranged for Portable bathrooms for our summer events and commented this will, along with the bouncy castle, increase our budget. A number of community organizations will help cover this cost for sanitation. Lynn suggested that we add a donation box to the bathrooms so that those who are interested in making a donation for this service can do so.

New Business:

- Consequences of Senate Bill SB21-088. A bill passed by legislature that makes organizations liable for child abuse that takes place during programs or on site. The library is creating a policy for this. A suggestion was made to add a camera in the children's area.
- Committee Assignments – revisit this next month.

Unfinished business:

- Infrastructure planning: meeting service needs. Discussed in Long Range Planning report.
- Network and machine security and securing – part 2. This was covered in Creed's report. See his report. Creed stated there is much more to come on this issue and that Policy Committee will be involved.
- Hiring the circulation and finance position/other alternatives. Seven people applied and were interviewed. Two more are going to be interviewed. Sumukh has concerns about the process and having everything in place before Jeanette leaves. There was a discussion about if any of the position should be out-sourced or not. Bill moved to hire an applicant and provide flexible hours with staff for her training which will include Jeanette continuing to train her remotely until she is independent in her position. Second by Jackie. Motion carries.

Adjournment at 11:28 a.m.

Upcoming Committee Meetings:

Next Board Meeting: May 24, 2022 @ 9:15 a.m.

Policy and Documents: May 24, 2022 @ 8:30 a.m.

Finance: Tuesday, June 28, 2022 @ 11 a.m.

Long Range Planning: Tuesday, May 10, 2022 @ 9 a.m.

Respectfully submitted by: Lynn Wartgow, Secretary