

# **Policy Committee Meeting for Red Feather Lakes Community Library**

March 22, 2022, 8:30AM POA building

Present: Creed Kidd, Lynn Wartgow, Sumukh Torgalkar, Spook Tipton, Bill Moxon

Meeting called to order at 8:36 AM

Quorum checked

Reading and Acceptance of Minutes from February Meeting

The Employee Handbook Corrections were reviewed and approved as suggested by Lynn. Some concerns brought forth by Darlene about employee benefits will be reviewed with her by Creed and Lynn to make sure that her needs are being heard. The Full Board will review for approval today.

Programming/Users Services job description (Darlene's) was tabled .

The Finance Policy: Sumukh said that the Finance Committee felt that it was ready to move on to the full board so it didn't go back to Jackie.

There was a discussion about staff utilizing credit cards or debit cards for library purchases. Creed has found that it is best for us to go back to using debit cards and the Financial Policy committee will bring this to the full board for approval.

There was a discussion about the transition of Jeanette's duties as she will be moving to Kentucky. Initially Creed had explored the possibility of letting Jeanette continue working remotely from Kentucky but the policy subcommittee discussed and concluded that there were too many difficulties and inefficiencies with this arrangement, not to mention the possible legal ramifications to engaging an out of state employee.

Various scenarios were discussed and it was decided to have Creed split Jeanette's position into two part time positions. Creed will draft these new job descriptions and hope to hire locally. The two positions will be a

Finance/ User Services position and a Programming/ User Services position.

Sumukh and Long Term Planning will continue to refine the Inclusion, Mission and Vision statements.

Meeting was adjourned at approximately 9:15

The next meeting will be April 26th at 8:30 AM at the POA

Recorded by Bill Moxon