

Long-Range Planning Committee Meeting for Red Feather Lakes Community Library

August 9, 2022

9 AM at POA

Present: Creed Kidd (Library Director), Darlene Kilpatrick (Programming Librarian via Zoom), Sumukh Torgalkar, Bill Moxon, Spook Tipton, Julie Sauter, Bill Grindle (via Zoom)

The meeting was called to order at 9:14 AM.

There was a typo in the July 12 meeting minutes. "Ruse" should be updated to "Ruth's." Creed will correct it and minutes appropriately approved.

Sumukh presented the first draft of the Succession Plan to the committee. In looking at Part I on Emergency Succession, Bill Grindle pointed out that an employee's willingness to take on the role of Acting Library Director should be included as a guiding point in the document. The process suggested would be that an Acting Library Director would be informed and agreed upon in advance and then confirmed by the Board. There was further discussion on the idea of who could be Acting Library Director as well as the idea of splitting up roles with the Acting Library Director. Though, it was confirmed by both staff and committee that it would be best if one person were designated Acting Library Director for ease of decision-making.

Creed questioned if the document could include more particulars on when the exact "fail point" is in which the Board would potentially take over operations. This would be in circumstances in which operations of the library would be significantly impacted and where continuation with Board involvement is needed in order to properly serve the public. Creed provided a history to the committee of the circumstances prior to his hiring at the library in 2010 in which a previous Board had to manage the operations of the library and that there was difficulty with the Interim Library Director. This history was the onus for Sumukh's desire to construct the Succession Plan for the benefit of the current and future library boards and library staff.

Part II and Part III did not draw any questions or concerns from the committee.

In Part IV, Creed liked the idea of periodic training of the Board of Trustees to understand library operations, however was curious about what type of training and how often "at least annual" may mean in the document. Sumukh said the purpose was to ensure the Board had more accountability than to attend one meeting a month and that their role included having at least some hands-on awareness in the event of an emergency and that, at perhaps the very least, they would have the same training on library operations as a Friends of the Library volunteer. Sumukh said that he leans on Creed's expertise on what he feels is best and Creed pointed out the most critical components for library operations were to accomplish the expectations from the public, avoid disruptions, pay bills, and continue publicity.

Given this discussion, Creed and Sumukh will work on updating the document so that it is acceptable for both Library and Board expectations and the second draft will be presented at the next Long-Range Planning meeting.

Sumukh followed up on the videos for the library website for marketing purposes. They are nearing completion and Sumukh is just waiting on some music to be provided to add to the videos and then they can be released.

Meeting adjourned at 10:31 AM

The next scheduled meeting is September 13, 2022 at 9 AM.

Recorded by Sumukh Torgalkar