

Red Feather Mountain Library District

Board Meeting of July 25, 2023

Minutes

Called to order at 9:16am

A quorum was present

No correction to the June 27th 2023 minutes

Sumukh will update for clarification the minutes of the July 14th 2023 Special Board meeting

No correspondence received.

No public comments

Friends of the Library no report given: Cathy (president of the Friends of the Library) and her husband Henry attended as guests

Librarian Reports: Darlene, report is on-line and a hard copy, no questions asked. Janet, no report given. Peggy, the report is on-line and a hard copy, no questions asked.

Committee Reports: Treasurer and Finance; Jackie and Jena's report is on line, no questions asked. Policy; library by laws and investment policies approved

Director's Report: report is on-line, no questions asked, request to the fire department to locate the Narcon/Naloxon kiosk from off the library grounds over to the fire barn

Unfinished Business: Training for staff and board members to begin September 26th at 8:30am, the succession plan is still being developed by Creed and Sumukh; Interior remodeling is on hold until grant is awarded

New Business: Ryan Zigray from the PAC committee proposed the library be involved with the building and maintenance of public bathrooms which would be attached to the library. This will be further discussed at the August board meeting.

New Business: CSD Pool Next Steps for Maintaining Increased Cyber Limit:

1. The district's current exposure to Personally Identifiable Information (PII)
 - a. Limited user information, including name, mailing address, and email address. No financial information. Access restricted to assigned individuals.
 - b. Staff records for payroll and employment, limited to two-person access and levels no more than legally required.

2. Progress made to any recommendations or findings identified in the initial NetDiligence Quiet Audit cyber assessment
 - a. Work initiated on a Incident Response plan; assignment of a privacy coordinator; disaster recovery in planning, daily cloud backup of staff machines and staff data.

3. Next steps to be taken over the next twelve (12) months regarding the district's cybersecurity
 - a. Staff training: Phishing, hacking, security procedures, encryption, and backup.
 - b. Reviewing the opportunities for 2FA in working with the library circulation system.
 - c. Continued expansion of password managers through all staff access.

Adjourned at 10:38am

Minutes recorded by Spook Tipton