

# Red Feather Mountain Library District Board of Trustees Meeting Agenda

August 12, 2025, 12 PM

*Meeting at the Red Feather Community Library and by Virtual Zoom attendance*

- I. Call to Order: President Ross Reid called the meeting to order at 12:08pm.
- II. Determination of a Quorum: In attendance - Annie Scott, Ross Reid, Julie Sauter, Leonard Tipton, Patrice Diem, Bill Grindle, Annie Scott, Darlene Kilpatrick, Creed Kidd, Jena Paonessa
- III. Welcome of guest Nancy Kay: not in attendance
- IV. Reading/Correction of the Minutes of July 8, 2025: ***Motion made by Bill Grindle and seconded by Leonard Tipton to approve the amended July 8, 2025 minutes as presented. Motion passed.***
- V. Board of Trustees Correspondence: none
- VI. Public Comment: none
- VII. Friends of the Library Report: Wild West Relay was a success.
- VIII. Finance Reports: Julie Sauter and Jena Paonessa reported that the Savings Account is currently at \$109,616 and \$13,548 more from the County; the liquid CSIP is \$102,74, earning an average of 4.34%; combined checking accounts have \$11,360; \$1,000,000 is locked up in CSIP Investment until 12/12/25 earning 4.39%;

***Motion made by Patrice and seconded by Bill Grindle to transfer \$50,000 from the Savings account to the CSIP liquid account. Motion passed.***

Discussed the ability to transfer a certain amount of money from savings to CSIP without a vote; Creed suggested keeping \$35,000 (one month of expenses) or \$70,000 (two months of expenses) as a base amount and anything above that can be moved; Patrice asked to check the library governing documents for Trustee authorization requirements and make a decision at the September meeting.

- IX. Public Service Librarians Reports:
  - A. Jena - new artist put natural material "Forest Friends" in display cabinet
  - B. Darlene - shared summary of SEEC Summer Programs, Walk and Talk Series, N40 Mountain Alliance seeking sustainable funding; Commissioner Kefalas wants RFL to host the USDA regional director for food bank for securing community grants; General Library Updates: Digital Navigator position open
  - C. Janet - no report
- X. Committee reports: Policy Committee
  - A. CORA (Colorado Open Records Act) request - ***Motion made by Bill Grindle and seconded by Russ Reid to approve the pricing structure of \$41.37 per hour for***

***records search as described in the RFMLD Open Records Access Procedure.***

***Motion passed.***

B. Standards of Acceptable Behavior Policy - Patrice and Creed will check the revisions from July and resubmit in September

C. Employee 2025 benefits policy - review the education subsidy in the Policy Committee in September

XI. Director's Report: will be using the electronic patron "counter" installed at the door to record data for library use

XII. Unfinished Business:

XIII. New Business:

A. CSDPool (our insurance company): the Library has offered phishing training, staff required to routinely change passwords, encouraging staff NOT to write passwords on sticky notes but use password managers, equipment security devices in use through Cisco, minimizing data storage on patrons - no gender or birth info collected (considering removing addresses); keep charts on internet break-ins; regularly our internet security software

B. Internet access and vendors - Internet security through Zayo (formerly ENA) is not functioning even with a rate increase to \$1,800 even after multiple work tickets; Starlink backup only offers filtering system, but it is working; Bill will meet with Cisco representatives with Creed to find better primary service

XIV. Executive Session: ***Motion made by Patrice Diem and seconded by Bill Grindle to move into Executive Session to discuss personnel issues. Motion passed.***

Record of executive session available upon request by contacting the library director.

***Motion made by Patrice Diem and seconded by Bill Grindle to move out of Executive Session at 2:30pm. Motion passed.***

Motion made by Patrice Diem and seconded by Bill Grindle to reconvene in Executive Session in October to review consistency in documentation of offsite working hours. Motion passed.

XV. Next Policy and Documents: September 9, 2025, 11am

XVI. Next Board meeting: September 9, 2025, 12pm

XVII. Next Finance: (incorporated within the general board meeting)

XVIII. Adjournment: ***Motion made by Bill Grindle and seconded by Ross Reid to adjourn the Trustee meeting at 2:33pm. Motion passed.***