

Lone Cone Library District Board Meeting Minutes –

April 8, 2024

Board Minutes

The regular meeting of the Library District Board was held in person and via Zoom on April 8, 2024, at 6:30 pm and called to order at 6:32 pm.

Attendees: Kattie Neesham, Kerry Bentler, Emily Haight, Kimberleigh Campbell, Michael Donnellon, Carrie Andrew, and Kendal Smith. Anna Szczepanski, from CLiC joined via zoom and Ken joined at 7pm. No one was absent.

1. Call to Order

2. Approval of the Agenda

A motion was made by Kimberleigh Campbell to approve the agenda with the amendment to discuss the party planning under board items. Emily Haight seconded the approval. Vote to accept: All Aye.

3. Minutes

Motion of approval made by Kerry Bentler. Second made by Kattie Neesham. Vote to approve: All Aye.

4. Public Comment

Two new staff members were asked to come and introduce themselves: Donna de la Cruz and Erin Dann. Discussed STEAM staffing and Storytime staffing successes

5. Monthly Budget Review

Spending on wages was at 21% as of today (which is under budget since we are 25% through the year).

Made our first mortgage payment of the year of \$67,700. The next one will be in September. Received backfill for Senate bill 22-238 which was \$27,584 as well as our tax reductions approved by Governor Polis on 11/25/2023 for \$20,646. Both of these added an unexpected \$48,230.

A motion was made by Kattie Neesham to accept the budget. Second made by Michael Donnellon. Vote to approve: All Aye.

6. Monthly Report and Stats

The oil & gas company sold and are going to pay out their debts. We are tier 2 so we are going to be paid some of what they owe us after the priority candidates are paid.

Donna and Erin have brought a whole refresh to our youth programming and are doing all of them bilingual.

Discussion about interpretation for the school - Donna went to the school to help. The library needs some policy as well as potentially an MOU with outside organizations for services like interpretation, grant support, tech support, and other services our staff's skills can offer.

We went from a lower number in Feb to a high number of visitors in March topping out at 2428. This includes parents meeting here on Tuesday mornings without a structured activity and evenings for STEAM.

7. Board Member Reports

Hiring committee had posted the job in the local newspapers, socials and with other libraries and were still hoping for applicants. At that time, no applications had been received. Potential to extend the deadline and change the masters requirement and adding in a "willingness to pursue an MLS." Potential to adjust the hours to 32 hours per week with an appropriate salary range adjustment. Michael Donnellon has been working on interview questions.

Decision about the Party planning for May 10th. Kim presented some of the cost barriers she was running into for this party. Carrie has agreed to use some of the "other programs" budget line as well as board meals funding for this party up to \$1100. One board member committed \$100 to the party. Able to seek additional donations.

8. Unfinished Business

- 8.1 Discussed the policy for holiday pay for full time employees as a policy update in the employee handbook. The proposed change was that a full time employee is able to take a paid day off for a holiday even if they are not scheduled to work on that holiday. The day off must be within the pay period and approved by their supervisor. Also to be updated was the policy for the IRA benefit to follow the laws of the IRS. Motion to approve these two changes was made by Kimberleigh Campbell, seconded by Emily Haight with vote to approve: all aye.

Card Holder requirements discussion has continued to be tabled.

9. New Business / Additional Board Items

- 9.1 The Interim Staffing Decision Executive Session was tabled
- 9.2 Transitioning Banking information - Colorado Trust account to be able to transfer money to pay our bills: will add both Michael Donnellon and Kattie Neesham. Michael will be the primary contact. Motion to add these two board members to that

account was made by Kerry Bentler, Emily Haight seconded. Vote to approve adding them to the account: All aye.

Motion to move Credit Cards to the office manager was made by Kattie Neesham, seconded by Kimberleigh Campbell. Vote to approve: all aye.

Interim director- Monet cautioned a deep consideration for what happens in this time period. Carrie suggested a 32+/-week position to manage the day to day, managing staff as needed. Working on Succession Planning - funny enough that is what our most recent grant from the Telluride Foundation was for.

Carrie has asked Kendal if she would be interested as she would have the most immediate experience. Kendal has agreed and is making shifts in daycare and other work obligations to make this work.

Carrie also suggests potential for an Assistant Library Director who does grants, HR and office management as well as other supervisory tasks.

Adjournment

Adjournment at 8:22 pm. A motion to adjourn was made by Kattie Neesham. Seconded by Kimberleigh Campbell. Vote to accept: All aye.