

**Pine River Public Library
Board of Trustees Meeting Minutes
February 20, 2019**

- I. **Call to order** – Abbie Wiler called meeting to order at 6:35 p.m.
 - a. Roll Call: Abbie Wiler, Steve Miller, Vaughn Morris, Ashleigh Tarkington, Shelley Walchak, Susan Miller, Laura Hokanson (via telephone), Mike Hawkins
 - b. There were no additions or deletions to the meeting agenda.

- II. **Approval of Minutes / Reports**
 - a. Minutes for the December Meeting were reviewed - (Steve moved to approve / Ashleigh seconded / Board approved unanimously)
 - b. Monthly Treasurer's Report (Laura provided January Report indicating that financial matters are progressing as expected according to the current budget) – (Ashleigh moved to approve / Vaughn seconded / Board approved unanimously)

- III. **Communications from the Audience**
 - a. Friends of the Library (FOL) Report (Susan provided report)
 - i. Developed fundraising plan for the upcoming year (e.g., Sky Ute non-profit mini-grant, June Yard Sale event, sell baseball caps, online silent auction, apply to Colorado Gives, book sales, bake sales, Bayfield Block Parties, December craft sale)
 - ii. Held Krispy Kreme Doughnut Sale on 2/1/19 to benefit LaPlata County Independent Youth Performing Arts and FOL. FOL made \$105.00
 - iii. Annual Membership Luncheon will be 3/21/19 from 11:00-1:00 (FOL dues is \$10.00 for individual and \$20.00 for family)

- IV. **Information Items**
 - a. Director's Activities (Shelley provided February report)
 - i. Conducted and/or participated in community and professional meetings (e.g., Pine River Arts, Town of Bayfield, Fort Lewis College)
 - ii. Worked on establishment of collaborative relationship with Colorado Humanities and this is going very well (e.g., September History Month planning).
 - iii. Boys Club collaboration with regard to paying for part-time employee for the library after-school teen program.
 - iv. Involved in numerous grant writing endeavors (submitted grants to State Internet Portal for \$6500.00, American Library Association for Financial Literacy Grant for \$8000.00, Alpine Bank for matching KSUT spots, and working on LPEA Round Up Grant)
 - v. Conducted Board Retreat
 - vi. Found free piano for library, but must find a way to transport from Denver.

- b. Employee Benefits-Costs Update
 - i. Health Benefits were offered to employees working 24 hours or more. Of 14 eligible employees, 9 opted not to receive health insurance from the library and 5 opted to receive health benefits. The cost to the library to provide this insurance will be \$24,000.
 - ii. Flexible Savings Accounts (FSA) were offered to staff members. Three employees opted to receive this benefit. The cost to the library to provide this benefit is approximately \$800.00 annually.
 - iii. Life Insurance was offered to staff members. Two employees opted out of this benefit. The cost to the library to provide this benefit is \$2,163 annually.
 - iv. IRA Match of up to 3% was offered to employees. Three employees opted out of this benefit. The cost to the library to provide this benefit is \$11,888.
 - v. The total benefits costs for this year (2019) are \$38,851 compared to last year's costs (2018) of \$95,624. This represents a total savings of \$56,773.

- c. Conversations with Staff- Shelley continued to meet with staff members to discuss expectations related to their current and new roles for the upcoming year (e.g., Michaela assisting in administrative tasks, Brenda's increased work with the schools, Darcy telecommuting).

V. Discussion Items

- a. Annual Report Documents - Shelley provided brief overview of Annual Report content that focused on falling revenue, election results, and necessary cuts to the budget.
- b. Discussion related to Board Retreat – Board members were satisfied with the retreat outcomes.
- c. Set Date for Election/Community Input Meeting- A community meeting that includes key leaders will be set up to get them involved with regard to potential future mill levy elections. This meeting will be set up for April 10, April 18, May 16, or May 23 of 2019. In addition to key leaders attending this meeting, the meeting will be open to all members of the library district.

VI. Action Items – None presented

VII. Adjournment – Abbie adjourned the meeting at 7:27 p.m.