

Pine River Public Library District

Board Meeting Minutes

January 19, 2017

Meeting opened – 6:18 p.m.

Roll call – Abbie Wiler, Shelley Walchak, Cheryl Clay, Mike Hawkins, Vaughn Morris, Susan Miller, Steve Miller, Laura Hokanson, Don Mooney, Brenda Marshall

Additions or deletions to the agenda – Shelley added tuition reimbursement.

Changes to the minutes – Remove Lavenia McCoy's name from the FOL report – the donation was in memorial of Fredrick McCoy. Motion to approve amended minutes proposed by Cheryl, seconded by Steve, carried unanimously.

Communications from audience - Friends of the Library

- Susan Miller reported they sponsored the installation of a new book drop and free library at Forest Lakes which is now stocked and functional!
- They are now leaving a stack of two week calendars at all 11 book locations to promote library programs.
- Voted to honor Jack Cannon with a tree planting in the garden and an engraved book spine. Donations to the Friends in his honor are welcomed.
- They are going to incorporate a silent auction and art sale at the next book sale.
- FOL annual lunch will be on March 16th at 11 a.m.

Directors Report

- Shelley handed out her activity report.
- Mary Curtis is beginning an outreach program to house-bound seniors. May expand to include Evening's Porch.
- Discussed our roof and its recent repairs.
- We are putting together a maintenance folder to plan for routine building maintenance tasks.
- Holiday closures reduced from eleven to ten paid Holiday days from 11. Library will be closed a few "unpaid" days in addition.
- Discussion regarding procedure for policy reviews. Shelley collated all current policies into a chart with date last updated. Each month Shelley will prepare up to 3 policies for discussion and review. Initially Shelley will update the "Policy review and amendment" policy (!) as discussed and amended by the board for approval at next meeting.
- Board packet includes an introduction to the Colorado Public Library Standards. Shelley suggested everybody read through the packet and she will present on one standard each month

with a short video and a few pages to read at home. The aim is to learn, understand and discuss the role and purpose of public libraries and how we play our part.

- Shelley presented an annual checklist of board member duties for review. Please get back to Abbie or Shelley this month with any additions/deletions. Will be reviewed next meeting.
- Set dates for the rest of the year's board meetings.

Treasurer's Report

- Laura advised board to wait until the February meeting for the Year End Report so it will be more accurate.
- Audit is planned for April. Laura is meeting with Brenda soon to help close out the year.
- Laura explained cash balance.
- CD at First National Bank had come to term. Laura, Cheryl and Abbie withdrew \$150,000 to move into the general fund and renewed the remainder into 4 different length CDs. 6, 12, 18 and 24 month. Interest rate is extremely low currently.

Budget discussion

Shelley presented the already approved budget and an amended budget. After review of the prior year's expenses the board approved the new amended budget. The motion was proposed by Cheryl, seconded by Steve and carried unanimously.

Tuition Reimbursement

Becky Van Den Berg completed a class towards her MLIS – requested reimbursement of 50% of her class fee. Payment of \$732 motioned by Laura, seconded by Don and approved by all.

Meeting adjourned – 7:40 p.m.