

## Pine River Public Library District Board of Trustees

June 17, 2020

6:15 PM Board Meeting Minutes

Call to order 6:20

- a. Roll Call, Shelley Walchak, Don Mooney, Brenna Morlan, Gail Robel, Susan Miller, Vaughn Morris, Dan Yeager, Brenda Marshall, Barb Wickman
- b. Additions or deletions to Agenda - None

Old Business:

- a. Minutes of May meeting - Motion to approve Vaughn, seconded by Barb, approved by all. Signed by Vaughn
- b. Monthly Treasurer's Report by Brenna
  - i. Budget to actual is on track. Brenna is going to move \$400K from checking to Colotrust to make better interest. We received a large tax distribution in May. Dan motioned to approve, Brenna seconded, approved by all.

New Business:

- a. Audit Report from Douglass Fields of Fredrick Zinc & Associates
- b. Director's Report – Shelley
  - i. Working towards reopening of library next Monday (22nd)
  - ii. Teen room finished
  - iii. Pine River Arts participating in fundraiser of socially distanced concerts
  - iv. Pine River Arts setting up as a separate organization, is currently under FOL
  - v. DOLA has some money available for public libraries. Shelley is applying for tech support dollars.
  - vi. Tech refresh is complete - no computers older than 5 years now.
  - vii. Darcy has been doing an amazing job with constant social media updates and expansions
  - viii. Brenda & Michaela worked on audit
  - ix. History Live will happen in September
  - x. Hired new temporary, part time, children's manager. Kate has reduced hours and is planning to leave in the fall.
  - xi. New York Times is now available online.
- c. Friends Report - Susan Miller - FOL have been on pause since mid-March therefore missed two fundraisers. Held monthly meeting in May on Zoom. Annual meeting and fundraiser will be

held on Zoom tomorrow at 10 a.m. Liz is presenting on digital updates and Bruce Evans is presenting on local COVID/fire issues. Possible future fundraising book sale in parking lot in the summer. Working on participating in Colorado Gives campaign "Driving Digital Delivery" including hotspots, digital materials, Current June membership drive is going on right now. Received \$400 already.

- d. Welcome to Gail Robel new board member - participated in state library training questionnaire.
- e. Mike Hawkins - Shelley/Vaughn will contact Mike re his position on the board and will look for a replacement

#### Discussion Items:

- a. Mask Policy - discussed policy in packet - changed policy to say "all patrons are strongly encouraged" to wear a mask. Added a sentence to say the policy will be compliant with local, state, & federal laws. Dan motioned, Barb seconded, approved by all.
- b. Library Building Name Signage. Pine River Library. Quote from FastSigns for \$4,032. Need to finalize the piece to honor Lavenia McCoy,
- c. Re-entry plan included in packet. Starting with ten people. Entry station. Signage. Schedule. Comprehensive cleaning throughout the day.
- d. Director Search - shared Job Search timeline included in packet.

#### Action Items:

- a. Approve mask policy (See above)
- b. Increase the threshold for introducing assets to the schedule of depreciation from 1,000 to \$5,000. Barb motioned to approve, Brenna seconded, approved by all.
- c. Approve outdoor sign cost as outlined above (No approval necessary)

Adjourned at 7:48

**Next board meeting July 16, 2020 6:15**