

**Pine River Public Library District  
Board Meeting Minutes  
June 19, 2019**

**Meeting opened 6:15**

- a. Roll call - Abbie Wiler, Ashleigh Tarkington, Mike Hawkins, Steve Miller, Susan Miller, Brenda Marshall, Don Mooney, Laura Hokanson, Shelley Walchak, Douglass Field (FredrickZinc & Associates)

**May minutes** - Motion to approve Ashleigh, seconded by Steve, approved by all. Signed by Abbie.

**Communications from audience:**

Friends of the Library report - Susan Miller

- Book Sale/Yard Sale/Art etc. \$2,400
- Purchased cubelets for youth services
- \$615 donations in memory of Jessie Martinez - possible fruit tree
- Working on application to participate in Colorado Gives Day, December 10th
- 4 volunteers helping this w/e with family field day

**Report from Douglass Field Auditor**

Douglass went through the full audit - no significant problems or errors to report.

Suggest we commit a portion of the fund balance to a specific area e.g. future repairs, future technology, 6 months operations, etc. This would decrease the unassigned fund balance.

Committed funds require board approval to move. Assigned funds require director approval to move. This is something that would require a board resolution

**Tim Lovejoy**

**CIPA - child internet protection act**

We are required to have internet filters to prevent children from seeing defined pornography if we wish to receive our eRate grant which pays 60% of our internet costs. Our internet server Meraki filters and sends a daily report about sites that are blocked. We are currently compliant with the law. One of the requirements is for the Board to be given notice of this.

**Tech Refresh update**

Windows 7 will be unsupported as of January 2020 which is requiring the library to replace many of the desktop computers in adult and teen areas. Children's computers are also affected and will hopefully be replaced early next year. Staff laptops were also Windows 7 but Tim & Bill successfully updated them to be able to run Windows 10.

**Treasurer's Report**

- Laura shared reports. Mike motioned to accept, Ashleigh seconded, all in favor.

**Directors Report Highlights:**

- Community presentations - donuts with the Director.
- Shelley, Darcy & Brenda participating with Colorado Humanities program bringing History Live! Program to area in September this year.
- Election informational meeting - a dozen people in attendance; Brenda also met with a smaller group.
- Small change to facility management, staff member taking on some of the weed wacking and mowing as it has become more expensive. (This has since been handed over to Eldon Knehans.)
- 2 articles in the Herald. One on summer reading, one about possible mill levy
- Pine River Arts home concert. First one next Friday. \$20 inc. food, please let Shelley know if you'd like to attend
- Friends are donating money for new website - held first meeting

### **Discussion Items**

#### Election Overview

County decided not to go out this year. Cost of election going up but not until January 2020. Can do 2 separate issues if we wish. Shelley spoke to attorney. Shelley working with core committee, lots of discussion going on with various parties and Shelley working hard to pull together a framework.

Discussed Auditors suggestions about assigning designations to the fund balance:

Need info from Tim to inform board about future tech refresh needs.

6 months of operating expenses would be approx. \$400K

Shelley to work on numbers to send to the board

No raises for staff this year. Shelley suggested possible small bonus at the end of the year.

Discussion about future board choices should a possible second campaign fail.

Discussion about Shelley's long term future and board transitions:

Shelley would prefer to move to a 30 hour week starting January next year. Abbie asked Shelley and Brenda to work on a proposal to present to the board.

Transitioning to new board - Abbie is staying on the board but would like to step down from presidency. Don is willing to stay on the board through 2020. Ashleigh may need to step down. Laura's time is ending but she is willing to wait for the right replacement treasurer to ensure a smooth financial transition.

#### **Action Items:**

Resolution to release \$2,160 from reserve to cover Michaela's Spring tuition reimbursement. Laura motioned to release, Ashleigh seconded, all approved.

Resolution to approve audit as presented today by Laura, Don seconded, all approved.

Resolution to approve up to \$4,000 from the reserve to pay two campaign research consultants for up to 20 hours a week. Proposed by Mike, seconded by Ashleigh, approved all.

**Meeting Adjourned at 7:30 p.m.**

**Next meeting - July 17th 6:15**

**Minutes submitted by Brenda Marshall**