

Berthoud Community Library District

Board Meeting Minutes

June 8, 2016

Call to Order: Ken Mathias called the June 2016 Board meeting to order at 7:06 PM

Roll Call in Attendance: Trustee Ken Mathias, Vickie McLane, Marie Bernard, Lorna Greene, Absence Diane Brotemarkle, Excused Absence Paul Schumacher and Mary Tonsing. Library CEO Amie Pilla, Recorder Jennifer Miller.

Minutes: Motion 0616-01 A motion to accept the minutes was made, seconded and carried.

Reports:

Amie presented the CEO's report which will be part of the minutes.

Public: No public present

Treasurer's Report: Motion 0616-02 A motion to receive the May 2016 financial report was made, seconded and carried.

Acceptance of Expenditures: Motion 0616-03 A motion to accept expenditures was made, seconded and carried.

Strategic Plan:

Update on Colorado/Aspen Institute Collaboration:

Amie updated the Trustees on the Colorado/Aspen Institute Collaboration and suggested they look up the Aspen Institute website at www.aspeninstitute.org for further discussion at a later date.

Old Business:

Personnel Manual and Employee Handbook:

The committee has completed the final draft of the Personnel Manual. The draft will be distributed to the trustees for discussion at the July 2016 meeting.

Policy Manual:

Motion 0616-04 A motion to was made, seconded and carried to approve the following new or updated sections of the Policy Manual: Mission Statement, Code of Service, Borrowing and Loan Policy, Classes and Events Policy, Community Room Use Policy, Computer & Internet Safety & Use Policy, Curriculum Management Policy, Emergency Policy, Emergency Closing Policy, Financial Policy, Library Use Policy, Privacy Policy, Public Participation at Board Meetings Policy, Public Posting & Distribution of Free Materials Policy, Public Records Request Policy, and Record Retention Policy .

The Board deferred review of the remainder of the policy manual draft until the July Board meeting.

Other Old Business:

None

New Business:

Library CEO:

The position description of the Library Director has been updated to reflect the change in title from Director to Chief Executive Officer.

Board Applications:

Advertising to solicit applications for upcoming trustee vacancies will begin about the first of July.

Other New Business:

None

Adjournment: Ken Mathias adjourned the board meeting at 8:58 PM.

Next Meeting: July 13, 2016 - 7 PM

Respectfully submitted:

Jennifer Miller