

Berthoud Community Library District

Board Meeting Minutes

March 14, 2018

**Call to Order:** Lorna Greene called the March 14, 2018 Board meeting to order at 7:02 p.m.

**Roll Call in Attendance:** Trustees Lorna Greene, Vickie McLane (as public until sworn-in), Marie Bernard, Natalie Vogt, Paul Schumacher and Erin Coleman. Library CEO Amie Pilla. Trustee Emmy Ingham absent, excused.

**Minutes: Motion 0318-01** A motion to accept the February 14, 2018 minutes was made, seconded and carried. Trustee Bernard commented on her receipt and satisfaction with the newsletter and tagline documents.

**Public:** Hank Stuck, past Trustee, was present.

**Oath of Office for Trustee Vickie McLane:**

Board President Lorna Greene accepted the oath of office from Vickie McLane with the term dates of February 2018 to December 2021.

**Reports:**

Amie presented the CEO's report, Youth Services report and Statistics, which will be part of the minutes.

**Financial Report: Motion 0318-02** A motion to receive the February 2018 financial report was made, seconded and carried.

**Acceptance of Expenditures:** It was observed that Computer Maintenance shown on Profit/Loss spreadsheet was not shown on Expenditures. Jennifer will be asked for explanation.

**Motion 0318-03** A motion to accept February 2018 expenditures was made, seconded and carried.

**Strategic Plan:** Pete Tomassi is arranged to do community education event on financial investment, Jan Lord on legal documents. Community education on etiquette and Summer Reading are in planning.

**Old Business:**

Facilities Planning

Library Foundation - Lorna Greene to discuss with Friends of the Library prior to further planning and timing of process.

Board Goals for 2018 were brainstormed - Trustees agreed on the following

1. Pursue forming a Foundation and/or other options to fund an expansion.
2. Board members strive to attend Library events and volunteer at the Library.
3. Board members participate in at least one Policy Review Committee.
4. Renewable energy system integrated at Library, and w/ a community education series.
5. Develop Library Employee award/incentive and Volunteer Appreciation programs.

Policy Review for 2018 - Amie Pilla noted that notice was sent from the Employer's Council suggesting staff review the Employee Handbook, as some State standards have changed.

Development of Board Policy Review Committees will hold until April.

General Housekeeping

Library Service Project (JOSH group to perform landscape maintenance) May 20th 1-4pm

Library inventory to be performed by staff on August 23rd **Motion 0318-04** was made, seconded and carried to allow closure of the Library Thursday, August 23, 2018 for staff to complete inventory.

Experience Berthoud Event was attended by Elizabeth. Due to popularity, Chamber to plan another, possibly in September.

Board members encouraged to attend upcoming Game Nights (DaBean March 19 6-8pm and City Star March 21 6-8pm), and Candidate Meet & Greet

**New Business:**

Amie Pilla distributed Annual Report for review and comment.

**Adjournment:** Lorna Greene adjourned the board meeting at 8:35 p.m.

**Next Meeting:**

Respectfully submitted:

Natalie Vogt, Secretary