

Berthoud Community Library District

Board Meeting Minutes

March 20, 2019

Call to Order: Lorna Greene called the March 20, 2019 Board meeting to order at 7:04 p.m.

Roll Call in Attendance: Trustees Lorna Greene, Vickie McLane, Natalie Vogt, and Erin Coleman. Library CEO Amie Pilla. Library __ Jennifer Miller. Emmy Ingham, Marie Bernard, Paul Schumacher absent, excused.

Minutes: **Motion 0320-01** to accept the February 13, 2019 meeting minutes, including the Board work session, was made, seconded and carried. **Motion 0320-02** to accept the Annual Budget approval meeting minutes was made, seconded and carried.

Public: None present.

Reports: Amie presented the CEO's report, Youth Services reports and Statistics for February, which will be part of the minutes.

Financial Report: **Motion 0320-03** to receive the December 2018 year-end financial report was made, seconded and carried. **Motion 0320-04** to receive the January 2019 financial report was made, seconded and carried. **Motion 0320-05** to receive the February 2019 financial report was made, seconded and carried. Vickie noted a decrease in medical insurance from Nov to Dec; Jennifer to review.

Acceptance of Expenditures: **Motion 0320-06** to accept January 2019 expenditures was made, seconded and carried. **Motion 0320-07** to accept February 2019 expenditures was made, seconded and carried.

Strategic Plan: Strategic plan during spring (March, April, May) will have a Technology Literacy focus. "Tech Time" will be offered by new employee, Paul Ingersoll, to provide advanced training.

The first Ben Franklin circle, which began in January was well received. The second discussion will cover the "Virtue of Silence".

Old Business:

Policy Review schedule for 2019 will look at the following: Privacy Policy, Public Participation, Public Posting and Distribution of Free Materials, Public Records Request, and Record Retention. Lorna Greene and Natalie Vogt will address Public Participation and Public Posting and Distribution of Free Materials. Paul Schumacher and Vickie McLane will address the Privacy Policy.

Lorna G. would like Board members to bring two new goals for 2019 to the April meeting. The Board will review 2018 goals, assess progress, and generate new goals for the Board.

Natalie Vogt and Paul Schumacher will finalize the RFP ahead of the next Board meeting (April 10, 2019), so that at that meeting, the Board may approve it and it can be issued publicly.

General Housekeeping

Toilets have been replaced and are functioning with greater water efficiency.

New Business:

Motion 0320-08 to receive the Exemption from Audit Application letter was made, seconded and carried.

Motion 0320-09 to approve upgrading the server and public computers (RCOM bid in the amount of \$5,882) was made, seconded and carried.

Motion 0320-10 to approve building lighting repairs and upgrades (Facilities Services Group bid in the amount of \$3,245) was made, seconded and carried.

Motion 0320-11 to approve Sprinkler System repairs (McCrary & Sons bid in the amount of \$1,230) was made, seconded and carried.

Amie discussed the option of purchasing additional COHS Scholarships. It was decided BCLD would not purchase additional scholarships this year.

Adjournment: Lorna Greene adjourned the board meeting at 8:19 p.m.

Next Meeting: April 10, 2019, 7:00 p.m.

Respectfully submitted:

Natalie Vogt, Vice President