

Berthoud Community Library District

Board Meeting Minutes

February 22, 2020

Call to Order: Lorna Greene called the February 22, 2020 Board meeting to order at 3:35 pm.

Roll Call in Attendance: Trustees Vickie McLane, Erin Coleman, Emmy Ingham, Lorna Greene, Natalie Vogt, and Library CEO Amie Pilla. Trustee Marie Bernard was excused.

Minutes: **Motion 0222-01** to accept the January 8, 2020 meeting minutes was made, seconded and carried.

Public: Rachael and Brandon from Anderson Hallas

Reports: Amie presented the CEO's report and Youth Services report for January 2020

Financial Report: There were no financials ready, the board will review January's financials at the March 11, 2020 meeting.

Acceptance of Expenditures: There were no expenditures ready, the board will review January's expenditures at the March 11, 2020 meeting.

Strategic Plan: The board agreed to review the SWOT Analysis for 2021 planning at the March 11, 2020 meeting.

Old Business: Master Plan Update: Rachael and Brandon from Anderson Hallas were present to inform the board that the Colorado Open Lands discovered there would need to be an amendment to the easement at the current location in Wagner Farm for building and parking. They did however present a few other options that could work either still in Wagner Farm, but a different location, or expanding the current building to the east and adding a second story. Anderson Hallas expects to hear soon from Chris Kirk which option we are able to go ahead with in planning.

Jennifer did some research and discovered several Foundations in Berthoud that could possibly partner with the Library in fundraising for the new build. Erin and Lorna will begin contacting a few of the foundations.

Amie wrote and Open Letter for the community on where the library stand as of right now. The Board will read it and let Amie know if there needs to be any changes, and or if they want to be a part of getting the letter out to the community. The letter might be published in parts or as a whole on the website, or both.

Our Lawyer gave the Board a packet explaining what the Board can and cannot say about what the Library is planning to do and say on the upcoming 2020 Ballot.

Board Vacancy: Melissa Robinson is the new applicant for the open Board Trustee position. **Motion 0222-02** was made to accept the application, seconded and carried.

General Housekeeping: Staff Development had already taken place later in January.

Independent Bank had at some point changed the library account from an interest bearing to a non-interest bearing account. There was never any contact to the library staff or board as to why they did this or that they were doing it. Amie and Jennifer are going to speak with the bank to try and get this resolved.

New Business: Policy Review: The State Library gave the board The Sunshine Law and the CORA Law to review.

Motion 022-03 was made to approve the updated Public Records Policy to charge patrons for the extra time to review with them any of the past Board Meeting Minutes, seconded and carried.

Motion 022-04 was made to approve the updated Annual Administration Resolution, seconded and carried.

Other Business: Amie brought to the board that it is not common for a board to not have a Treasurer Position. The current By-Laws do not have a Treasurer Position written in. The board will discuss this again at the March 11, 2020 meeting to determine if the position of Treasurer needs to be added to the board and By-Laws.

Amie brought to the board's attention that Christy does not have enough privacy to get some of her office work done while in the Library and asked if once a month or as needed she can work from home.

Amie brought to the board's attention that Liz also does not have enough time in the building between helping patrons and her other duties to get some of her work done, like the News Letter and asked if once a month or as needed that she could work from home.

Adjournment: Lorna Greene adjourned the Board meeting at 5:48 pm.

Next Meeting: March 11, 2020

Respectfully Submitted:

Erin Coleman, Secretary