

A regular meeting of the Lone Cone Library District Board was held on January 11, 2020, at 6:00 p.m., via Zoom meeting. Said meeting was posted with the link and password in accordance with the Sunshine Law.

PRESENT: Rheanna Xavier, Kristen Parrino, Emily Haight, Carrie Andrew, Brandi Platt

GUESTS: Rhonda Oliver, Wills Archer

#### CALL TO ORDER

Board President Rheanna Xavier called the meeting to order at 6:02 p.m.

#### APPROVAL OF AGENDA

A motion was made by Emily Haight, seconded by Kristen Parrino, to approve the agenda with additions. All voted yes. Motion passed.

#### APPROVAL OF MINUTES

The Library Board considered the minutes of the December 14, 2020, regular Library Board meeting for approval.

A motion was made by Rheanna Xavier, seconded by Kristen Parrino, to approve the minutes from the December 14, 2020, regular Library Board meeting as presented. All voted yes. Motion passed.

#### CALL FOR PUBLIC COMMENT

No public comment was made at this time.

#### MONTHLY BUDGET REVIEWS

Library Director Carrie Andrew reported that the exemption from audit will start February 1, 2021.

It was reported that we are working harder on finding donations because the gas and oil company now has until 2022 to pay their back taxes, which left us at \$50,000 under what we were to receive.

It was reported that some changes have been made to the profit and loss sheet to help track the grant expenses more accurately.

A motion was made by Rheanna Xavier, seconded by Kristen Parrino, to approve the monthly budget as presented. All voted yes. Motion passed.

### MONTHLY REPORTS Q&A

Library Director Carrie Andrew reported that we are still cleaning up the stats report that goes out to the Board and it will look different.

It was reported that after having the County Health Department here and meeting in person with Grace Franklin, she has officially given us her stamp of approval to start holding yoga again.

### DIRECTOR'S REPORT

Library Director Carrie Andrew reported that we don't have a check yet for Colorado Gives, but estimates around \$1259 was raised.

It was reported that the grounds design is moving forward.

It was reported that we could have a Vista as soon as April, but it could be June or July.

It was reported that a new software has been purchased to help track donors and grants. The software also has a merchant service that we can have separate accounts; one for donations and one for fines and fees.

It was reported that Carrie and Rhonda Oliver have been working on creating a book donation form, which has never been done before. This will help us keep a record to update those donors as well, not just the monetary donors. It was reported that a prior book donor is donating a life size statue of two children reading the Secret Garden to the library.

It was reported that we are currently shopping around for a new bank. Carrie asked if the Board feels that Carrie needs to write an RFP to Alpine Bank, Citizens Bank or Community Bank. Carrie has had a lot of recommendations to go through Alpine Bank. The Board was in agreement that if Carrie has done the research for what is the best fit for the library's needs, an RFP does not need to be written.

A motion was made by Emily Haight, seconded by Rheanna Xavier, to shift the Lone Cone Library District and Lone Cone Library Foundation business from US Bank to Alpine Bank. All voted yes. Motion passed.

### BOARD MEMBER REPORTS

Review of Board Member Self Evaluation: Nothing was presented at this time.

Recruitment Update on New Members: Library Director Carrie Andrew reported that one interested party has dropped out and changed their mind, but introduced the Board to Wills Archer who is interested. Wills started working at the Fresh Food HUB around six months ago. He took over as operations manager and has now taken over the general manager position as well. Wills majored in Event Management. He thinks collaborating with the library will be a great opportunity. There was concern about the time management. Meetings before were held at 6:30 p.m. This would be more manageable for him should he join. The Board was okay with going back to 6:30 p.m. if needed.

#### UNFINISHED BUSINESS

Dark Sky Fiscal Agent: A motion was made by Kristen Parrino, seconded by Emily Haight, to approve the Dark Sky Fiscal Agent Agreement. All voted yes. Motion passed.

Director Contract Approval: A motion was made by Emily Haight, seconded by Rheanna Xavier, to approve the Director Contract as presented. All voted yes. Motion passed.

#### NEW BUSINESS

##### Approval of Policy Revisions:

Library Security Cameras: A motion was made by Kristen Parrino, seconded by Rheanna Xavier, to approve the Library Security Policy as presented. All voted yes. Motion passed.

Patron Conduct Policy: A motion was made by Rheanna Xavier, seconded by Emily Haight, to approve the updated Patron Conduct Policy as presented, as long as a sign that says “no weapons” is publicly displayed in the building. All voted yes. Motion passed.

#### ADDITIONAL BOARD ITEMS

A motion was made by Kristen Parrino, seconded by Rheanna Xavier, to change the scheduled meeting times from 6:00 p.m. to 6:30 p.m. on the second Monday of every month. All voted yes. Motion passed.

#### MOTION TO ADJOURN

At 7:16 p.m., a motion was made by Emily Haight, seconded by Rheanna Xavier, to adjourn the meeting with no further action taken. All voted yes. Motion passed.