

## **Pine River Public Library District Board of Trustees**

Agenda: January 20, 2021

6:15 PM Board Meeting

### **Call to order**

- a. Roll Call: Shelley Walchak, Vaughn Morris, Gail Robel, Darcy Poletti Harp, Barb Wickman, Don Mooney, Dan Yeager, Andrew Hutchinson
- b. Additions or deletions to Agenda – added master list of policies for discussion

### **Old Business:**

- a. Minutes of December meeting (Please sign) Barb motioned to accept, Brenna seconded, all in favor
- b. Monthly Treasurer's Report – Brenna
  - a. Budget to actual slightly over on income, slightly down on expenses. Motion to approve Andrew, seconded by Barb, approved by all

### **New Business:**

- a. Public Comment - none
- a. Director's Report – Shared by Shelley
  - a. Receiving materials through Prospector
  - b. Open more hours and expanding appointments
  - c. New podcast launched: PRL Pinecast
- b. Friends Report – Shelley – Zoom meeting tomorrow. Everything still virtual so far and no new president as yet

### **Discussion Items:**

- a. Colorado Status Dial and PRL
- b. Budget Projections – Shelley put together an estimate of our revenue and expenses for the next ten years
- c. CD at TBK is maturing this month discussed taking a 6 month CD and transferring the balance to the checking account – see action items
- d. Doorstep Delivery Policy – will review and discuss next month. Consider specifying the amount of employee vehicle insurance required
- e. Hot Spot Policy – will vote on tonight – see action items
- f. Shared Staff reorganization plan with board. Not replacing assistant director at this time which will significantly reduce personnel expenses
- g. Strategic Plan - received a proposal from library consultant Jamie LaRue – will discuss in February
- h. Board member opening - Position has been posted since December. Extend application window for two more weeks and invite potential candidates to next meeting
- i. Master list of policies – Shelley shared checklist of all policies including most recent review and upcoming review dates

**Action Items:**

- a. Vote on increasing Fixed Asset Threshold from \$1,000 to \$5,000 – motion to approve Brenna, seconded by Barb, approved by all
- b. Motion to add \$17,500 to the Building and Repairs budget line for fluorescent light replacement – motion to approve Barb, seconded by Brenna, approved by all
- c. Vote to add Vaughn Morris and Brenna Morlan as signers, and remove Laura Hokanson and Cheryl Clay for our account at TBK bank. Motion to approve Barb, seconded by Gail, approved by all
- d. TBK CD maturing, take proceeds to reinvest \$50,000 for 6 months and transfer balance to Community Banks of Co. Motion to approve Barb, seconded by Gail, approved by all
- e. Doorstep Delivery Policy – postponed
- f. Hotspot Policy – Motion to approve Brenna, seconded by Andrew, approved by all
- g. Updated budget approval for DOLA submittal on 1/31/21 Motion to approve Dan, Gail seconded, approved by all

Farewell to Don!

Meeting adjourned 8:06 p.m.

**Next board meeting February 17, 2021 6:15 p.m.**

Minutes submitted by Brenda Marshall

Signed by Vaughn Morris \_\_\_\_\_