

Lone Cone Library District Board Meeting Minutes

Dec 11, 2023

Board Meeting

The regular meeting of the Library District Board was held in person and via Zoom on December 11, 2023 and called to order at 6:33 pm.

Attendees: Carrie Andrew, Kerry Bentler, Michael Donnellon, Emily Haight, Laurel Henderson, Kendal Smith, and Rhonda Oliver.

Absent: Kattie Neesham

Approval of the Agenda

Motion to approve the agenda as amended was made by Kerry Bentler, second by Emily Haight.

Vote to approve: All Aye.

Board Minutes

Motion to approve was made by Emily Haight. Second by Kerry Bentler. Vote to approve: All Aye.

Public Comment

none

Monthly Budget

We are sitting pretty well but it is a very tight budget where the Colo Trust fund has to carry us through March.

Payroll is on track for the year at 86.2% and we are still on target. This is the largest expense line for the library.

We have an active work comp claim and just received an unemployment claim by the same person. It is not allowed to have both at the same time so we will see what happens.

Motion to approve the budget made by Kerry Bentler, second by Michael Donnellon. Vote to approve: All Aye.

Director's Report

We are hiring for a program coordinator with hopes of finding someone before year's end. Will extend if we don't receive enough qualified candidates. Staff have been stepping up to fill in the gaps! Only had to cancel one program so far. Our teen helper has been filling in for Storytimes.

There are various keys missing or unaccounted for at this time. This is an opportunity to get organized. Carrie is going to look into the costs to rekey the library.

Unable to determine how Beverly Taylor was keeping track of the program and room use stats. Opportunity to create an improved system of tracking numbers, particularly the multipurpose room stats. Board requested that we track: How many times the rooms were used for library events? How many private events? # of people using (if possible)? How many times did we have a conflict and had to move something?

Received our Certificate of Valuation from the assessor which came in at a 2.5% increase instead of the 7.1%. This means an additional decline in our revenues.

Received \$25,000 from the DOLA planning grant, a \$250 donation from Lucky You, \$4950 from JFK grant.

Board Items

Tabled the Patron Card discussion until a report of the survey results of other libraries practices.

Unfinished Business

Motion was made by Emily Haight to close two old accounts: the Friends of the Library account and the Property Purchase account. This was seconded by Kerry Bentler. The vote to close both accounts: All aye.

In the handbook, the section that discusses the time off accrual rates was brought to our attention by our accountant because everyone works different hours and day lengths are different per person. A motion was made by Michael Donnellon to make the definition of a day at 7 hours/day. A second by Kerry Bentler, vote to approve: All Aye. Another motion was made by Michael Donnellon to approve changing the policy to hours equivalent to the amount of days listed. A second by Kerry Bentler, vote to approve: All Aye.

Cost of living raise to be given to staff of 2%. This is not as much as last year but still able to give some.

Review and approve the 2024 Budget.

A motion was made by Michael Donnellon to certify the mills at 10.428 which was seconded by Kerry Bentler. Vote to certify the mills was all aye.

A motion was made by Kerry Bentler to appropriate the total sum for 2024 at \$ which a second was made by Michael Donnellon. Vote to appropriate the total sum was all aye.

A motion was made by Michael Donnellon to approve the 2024 Budget as presented, seconded by Emily Haight. Vote to approve budget: All Aye

It was agreed that Carrie is able to keep her health benefits and work up to 8 paid hours per week during her 6 weeks (Dec 27th to Feb 5th) in Australia. Board has requested that Carrie track her time. Motion to continue her health benefits and pay up to 8 hours per week while on leave was made by Michael Donnellon and second by Kerry Bentler. Vote to approve: All aye.

New Business

A motion to table the discussion and updates to the meeting room policy to the January meeting was made by Kerry Bentler, second was made by Emily Haight. Vote to table it: All Aye.

Board believes that Tia's use for gymnastics should be at no cost as it is bringing in people and bridging the gap.

Adjournment

Adjournment at 8:41 pm. A motion to adjourn was made by Michael Donnellon. Seconded by Emily Haight. Vote to accept: All Aye.

Action Items:

- Cost estimates to rekey the library
- Add new stats to sheet for 2024
- New board member recruitment