

**Delta County Public Library District
Delta County Board of Trustees
Wednesday, October 18, 2017 1pm
Paonia Library
Meeting Agenda**

1. **Call to Order.** Earley called the meeting to order at 1:00
2. **Introduce Guests.** Jess Deegan, Crawford resident and applicant for CR Board Position
3. **Public Comments.** No public comment
4. **Agenda Changes.** Under New Business add: Library Card and Borrowing Policy-Student E-Card, Reserves Policy, Investment Policy, Trust and Endowment By-laws, Employee Handbook, Fine Free campaign.
5. **Approve Consent Agenda:** Minutes from Board Meeting September 20, 2017. Correction, Section 7, spelling of Earley. M. Briscoe, 2nd Mock, M.P.
6. **Accept District Director's Report** M. Mock, 2nd Crank, M.P.
7. **Accept Financial Reports – Include Trust & Endowment**
 - a. DCPLD Income and Expense Sheet. Lines 400, 405, 410, 415 need to be removed from the report. Line 650 for postage and line 580 for treasurer fees need to be removed. Happy Data will adjust the report.
 - b. Crank presented the account balance and activity for the Trust and Endowment.
 - c. Motion to accept financial reports with changes. M. Pettigrew, 2nd Briscoe, M.P.
8. **Old/Continuing Business**
 - a. **District Director's Comments – Updates:** Hart reported that we can expect another decrease in tax revenues in 2 years due to Tabor and Gallagher Amendments. Hart will have an update on district health insurance costs and changes following the in-service and beginning of open enrollment period. CEBT announced a 5.5% increase for 2018. CE still resolving issues with installing broadband internet. Received preliminary drawings from Dennis Humphrey for Delta Library. Working closely with State Historical Fund on plans. HR Workshops: Hart attended the first, Gunn the second, both will attend the third in Nov. CAL Conference was excellent, Board members may be included in 2018.
 - b. **Personnel - CE Library Assistant:** A candidate has been selected, verifying references.
 - c. **Approval of Trust and Endowment Bylaws updated from September 20, 2017.** Need to set a Trust and Endowment meeting to do this in November. Hart, Earley, and Ihnot will meet prior to review and prepare documents.
 - d. **DURA Update – Bill Crank.** Several districts have not agreed to participate. There is some resistance to DURA, evident from articles and letters to the DCI.
 - e. **Board of Trustees – Openings.** Deegan is an applicant for the CR position. The search will close Friday, November 10th. Interviews will follow the Nov 15 Board Meeting.
9. **New Business**
 - a. Letter of Support – Ambulance District and Membership for North Fork.
 - i. Letter of Support. Ambulance District has requested a letter of support from DCPLD for a mill levy increase. Motion made for Earley to write a letter of support on behalf of DCPLD for the Ambulance District mill levy. M. Crank, 2nd Mock, M.P.

- ii. NF Ambulance Business Membership costs \$100. DCPLD insurance covers patrons but not employees. Employees will be covered with membership. Motion to allow DCPLD to spend up to \$300 annually for memberships for CR, CE, and HO libraries. M. Crank, 2nd Briscoe M.P.
- b. New discussions on Library Card and Borrowing Policy (Student E-card Addition)
 - i. Innot reported on the background and proposed changes to the Library Card and Borrowing Policy to include a Student E-Card.
 - ii. Administration will need to determine and manage Student E-Card expiration and renewal.
 - iii. Motion to approve the addition of Student E-card to Library Card and Borrowing Policy. M. Pettigrew, Briscoe M.P.
- c. Reserves Policy
 - i. Discussion of language regarding liquid assets of 20% of annual operating budget-agreed on percentage as opposed to a specific amount.
 - ii. The first reference to DCPLD Board of Trustees shall be, DCPLD Board of Trustees (hereafter referred to as the Library Board). All DCPLD policies shall be the same.
 - iii. M. Crank, 2nd Pettigrew, M.P.
- d. Investment Policy
 - i. Remove 'FDIC' in first sentence under Guidelines
 - ii. M. Pettigrew, 2nd Briscoe, M.P.
- e. Trust and Endowment By-Laws-will review for approval at November meeting
- f. Employee Handbook Approval
 - i. Hart reported on the proposed changes to DCPLD employee health insurance benefits starting in 2018 in the Employee Handbook. DCPLD will offer dependent coverage at the cost of the employee starting in 2018. Moving forward, health insurance will be offered to all employees at 36+ hours per week. Current employees with insurance who work 30-35 hours per week will be grandfathered in to keep their existing insurance.
 - ii. M. Briscoe, 2nd Crank, M.P.
- g. Fine Free Campaign
 - i. Hart reported on the trend in libraries nation-wide to eliminate fines in order to provide equal access to underserved populations.
 - ii. Hart and DCPLD admin staff propose a one-time elimination of existing fines (not lost fees) on February 1
 - iii. Suggestion to automate a notification when fines are cleared
 - iv. Motion to make a fine forgiveness day February 1, 2018. M. Pettigrew, 2nd Mock, M.P.
- h. Presentation of 2018 Preliminary Budget Proposal. Hart is making progress. Hart, Crank and Earley will meet prior to Hart's October 26 presentation to the county.

10. Executive Session: CRS 24-6-402-4 NA

11. Board Member Comments

- a. Earley requested that board members assist in recruiting a board member for the Delta position.

12. Adjourn Motion to adjourn Briscoe, 2nd Crank. Earley adjourned meeting at 2:48