

# Lone Cone Library District Board Regular Meeting Minutes

**November 18<sup>th</sup>, 2024**

The regular meeting of the Library District Board was held in person and via Zoom on November 18th, 2024, at 6:30 pm.

Attendees: Emily Haight, Michael Donnellon, Kimberleigh Campbell, Todd Bissell, Todd Bittner and Kerry Bentler attended in person. Rhonda Oliver attended via Zoom.

1. Call to Order at 6:32pm

Michael resigned as board Vice President. Kimberleigh made a motion to accept Michael's resignation. Emily seconded the approval. Vote to accept: All Aye.

Kimberleigh made a motion to nominate Michael for board President. Emily seconded. Vote to accept: All Aye.

2. Approval of Agenda A motion was made by Emily to approve the agenda. Kimberleigh seconded the approval. Vote to accept: All Aye.

3. Minutes A motion was made by Emily to approve the minutes. Michael seconded the approval. Vote to accept: All Aye.

4. Public Comment none

5. Monthly Budget Todd went through the budget. A couple of items to note – the library will soon need new computers. Our account is \$12,000/year. A local accountant offered their services pro bono. We discussed asking the accountant to format a bill of their time so it can be submitted as a monetary donation on their behalf. A motion was made by Michael to approve the monthly budget. Emily seconded the approval. Vote to accept: All Aye.

1. Balance Sheet – Todd is feeling encouraged.

2. Budget to Actuals – Looking good.

3. Schedule a time for a special budget meeting – December 5<sup>th</sup> @8:00am

6. Monthly Reports and Stats -Q & A Todd reported that he and Ralph Andy have had meaningful conversations and Ralph would like to continue supporting the library. Under previous management, Ralph had requested our audit for 2+ years, and had not yet received it. Todd has now provided Ralph with the 2022 audit. Todd feels the library and Ralph will have a good relationship moving forward and feels it is very important for donors to know exactly where their money is going. We will need to do a full audit every 3-5 years, it is important to look ahead and budget wisely for this expense.

TCHN uses our meeting room every Wednesday for bilingual assistance in our community. In 2025, we need to discuss non-profit room rental usage. Also, improvements to rooms are needed. Such as more support for staff to know how to set things up/help renters with sound system, etc.

Kerry reports that the library has been running out of cards due to an increase in new cardholders. A great problem to have! Kerry is also working on clearer job descriptions for staff.

## 7. Board Items

1. CORA/Open Records Policy No change made. A motion was made by Kimberleigh to approve the CORA/Open records policy. Emily seconded approval. Vote to accept: All Aye.

2. Accept Kattie Neesham's resignation as board member A motion was made by Michael to accept Kattie's resignation as board member. Emily seconded. Vote to accept: All Aye.

3. Approval to recommend Todd Bissell as a board member A motion was made by Michael to accept Todd Bissel as a new board member. Emily seconded. Vote to accept: All Aye.

4. Approval to recommend Ken Lukaszewski as a board member A motion was made by Michael to accept Ken Lukaszewski as a new board member. Kimberleigh seconded. Vote to accept: All Aye.

5. Move monthly Board meetings to the 3rd Monday of the month? A motion was made by Michael to move board meetings to the 3<sup>rd</sup> Monday of the month. Emily seconded. Vote to accept: All Aye.

6. Holiday Closures for 2025 A motion was made by Kimberleigh to accept the Holiday Closures for 2025. Emily seconded. Vote to accept: All Aye.

7. Free Speech Zone Policy-finalized A motion was made by Kimberleigh to approve the revised Free Speech Zone Policy. Michael seconded the approval. All Aye.

Later during our meeting, Michael asked to discuss the Free Speech Zone Policy a bit more. This led to Michael asking to amend the original motion in order to strike out some of the wording in the policy, to better match the wording of Colorado Law. These changes were made to the policy. Kimberleigh seconded Michael's amendment to the motion. Vote to accept: All Aye.

## 8. Unfinished Business None

## 9. New Business

1. Logo Update – Todd would like to start a discussion to explore the possibility of updating the current library logo as a sort of “rebranding”, a way to start fresh and continue moving forward. The current logo is outdated and the font is difficult to match. Todd plans to talk with those who may be sentimental to the current logo. He has also started a questionnaire regarding the possible logo changes. Todd really wants to make sure voices are heard on this matter.

2. Capital Campaign – A donor has offered to potentially match up to \$40,000 in a Capital Campaign. This is a very generous offer and wonderful opportunity.

3. Accounting Transition – Todd is planning to take on more of the accounting responsibilities.

4. Set up a day/time for Board retreat/work session – Tentatively scheduled for February 22<sup>nd</sup> 2025 from 8am-4pm.

10. Additional Board Item Michael noted that he would like to readdress the Cardholders Responsibilities Policy in 2025.

Moving forward, “additional board items” will be moved to agenda item number two and renamed “Consent Agenda”.

11. Adjournment A motion to adjourn was made by Michael, seconded by Kimberleigh. Vote to accept: All Aye. Adjournment at 7:37pm.

Next Regular Meeting: December 16<sup>th</sup>, 2024 at 6:30pm

Next Special Meeting: December 5<sup>th</sup>, 2024 at 8:00am.