

**Meeting Minutes
Board of Trustees
Regular Meeting
September 12, 2022 —4:00pm
Virtual via Zoom**

Board Members Present:

Fred Colby
Randyn Heisserer-Miller
Corey Radman
Anuja Riles
Becki Schulz
Joe Wise

Board Members Absent:

Matt Schild

Staff Present:

Xochil Arellano	Selena Paulsen
Katie Auman	Irene Romsa
Kristen Draper	Lucy Rueda
Ken Draves	Rob Stansbury
Angela Kettle	Sabrina Stromnes
Cynthia Langren	Molly Thompson
Amy Lyons	

Guests Present

JD Murphy
Marissa Peck, Legal
Kim Seter, Legal
Anna Thigpen, Auditor

I. CALL TO ORDER AND DECLARATION OF QUORUM

President Colby called the meeting to order at 4:03 p.m. and declared a quorum present.

II. AGENDA REVIEW

No changes to the agenda.

III. PUBLIC COMMENT:

None

IV. APPROVAL OF MINUTES

- August 8, 2022, Regular Board Meeting

There was a motion by Trustee Radman to approve the minutes as presented. Trustee Heisserer-Miller seconded the motion which passed unanimously, 6– 0.

V. REPORTS

a. Director's Report –*Diane Lapierre*

Executive Director Lapierre introduced the new Development Officer, Selena Paulsen.

In addition to the written report, Executive Director Lapierre reported that Kristen Draper was selected to be the Old Town Library Manager and Molly Thompson is the

new Harmony Library Manager. Ms. Thompson begins October 31 this year and Ms. Draper was interim manager until her official appointment on September 5.

Ms. Lapierre noted that there will be a Warrant Clearance Event at Old Town Library on September 17 from 9:30 – 2 p.m. The event is aimed at individuals with existing arrest warrants for minor/nonviolent infractions to come and have their warrant cleared without arrest (Individuals may still have other legal obligations to meet.)

b. Financial Report & Auditor Presentation – Amy Lyons

Ms. Lyons presented the financial report which was accepted as presented.

Ms. Anna Thigpen presented the audit report. Upon conclusion, President Colby asked if it is considered the norm for the organization to not receive the whole audit report with all the details and only receive the basic information. Ms. Thigpen explained that she had discussed this with Ms. Lapierre and Ms. Lyons and it was agreed that the basic report for the board meeting would be adequate, but added that she is happy to send out the detailed report and come back next month to see if there are any questions. Ms. Lyons indicated that she did send the detailed report out to the board some time ago and Trustee Wise confirmed. He said that he read the detailed report and did not see anything that raised any concerns for him. Ms. Lyons will resend the report to the board and will add time to the October board agenda to answer any questions that may come up.

There was a motion by Trustee Wise to accept the auditor's report as presented. There was a second by Trustee Schulz. The motion carried by a unanimous vote, 6 – 0.

c. Legal Status Report –Kim Seter

Mr. Seter referred to the “CASE” Act topic in the written legal report and after researching this further as asked at the last meeting, he suggested the board review opting out from the Federal CASE act.

There was a motion by Heisserer-Miller to direct the Executive Director to complete the “opt-out” process and forms under the CASE Act through the Copyright Claims Board. There was a second by Trustee Wise and the motion carried unanimously, 6 – 0.

With regard to the FAML I topic included in the Legal Report, the board directed the Executive Director to determine the best time for the public hearing required by FAML I to opt-out.

VI. OLD BUSINESS

a. Strategic Plan Workshop Agenda Review – Diane Lapierre

Executive Director Lapierre went over the agenda with the board and it was accepted as presented.

President Colby asked that everyone review the mission statement before the workshop on Wednesday.

- b. Second Reading and Approval of Revised Personnel Policy Updates – *Sabrina Stromnes***
Human Resources Director Stromnes reviewed the changes to the *Emergency Leave for Hourly Employees* policy that the board asked her to further revise to address their concerns that it was too vague and could potentially allow misuse.
Upon conclusion, there was a motion by Trustee Riles to approve the revised Personnel Policy Manual as presented. There was a second by Trustee Schulz and the motion carried unanimously, 6 – 0.

VII. NEW BUSINESS

- a. Appoint Executive Director Review Committee – *Colby***
President Colby announced that it's time to appoint a committee to handle the annual review of the Executive Director and asked for 1 – 2 volunteers to join him on this committee.

Trustees Radman and Schulz volunteered to be on the committee with President Colby.

It was noted that the meetings will need to be posted at least 24 hours in advance so members will need to let Ms. Langren know when the meetings are so she can take care of the postings.

VIII. ANNOUNCEMENTS

- a. Friends of the Library Update – *Riles***
Trustee Riles reported that there was no August meeting.
- b. Library Trust Update – *Heisserer-Miller***
Trustee Heisserer-Miller reported that the Trust is currently working on the Colorado Gives Campaign.

IX. ADJOURNMENT

There being no other business before the board, the meeting adjourned at 5:14 p.m.

Respectfully submitted,

Cynthia Langren
Recording Secretary

Corey Radman
Secretary/Treasurer