

Eaton Public Library
Board of Trustees February 13, 2019 Meeting Minutes

Present:

John Isbell - President
Dave Sloan – Vice President
Julie Finn – Secretary
June Gustafson - Trustee
Marlene Richter – Trustee

Not able to attend: Maureen St. Peter - Trustee
Staff: Brenda Carns, Library Director

Guests: Mary Vance, President of the EPL Friends
Dr. Matt Hortt, Executive Director, HPLD

1. Call to Order. Declaration of a quorum. President Isbell called the meeting to order at 5:30 p.m., February 13, 2019 and declared a quorum.

Prior to the approval of the agenda, Secretary Finn made the motion to have Dr. Hortt give the HPLD update and Neal to give the Marker Cart update before the report of the President. Vice President Sloan seconded. Motion passed, no opposition.

2. Approval of the agenda. M/S – Secretary Finn made the motion to approve the agenda. Vice President Sloan seconded. Motion passed, no opposition.

Neal reviewed with the board his findings when researching a Maker Cart. The generous donation made to the library by PDC Energy will be used to purchase a Maker Cart for the library. President Isbell suggested putting together a committee to finalize the needs of the Maker Cart for youth and adult programming for the library. President Isbell will send an e-mail detailing potential dates and times for the committee to meet.

Dr. Matt Hortt handed out a copy of the HPLD strategic plan (please see attached) and discussed the plan with the EPL board. Dr. Hortt stated it is very important for the HPLD board and staff to continue to build trust and unity with the library branches and member libraries. Other topics discussed from the HPLD strategic plan were – Access to HPLD services, Stewardship and care for the facilities, Aspiration and creating programs and services resulting in changed lives and a better community, Literacy an intensifying efforts to increase literacy throughout the district, Financial strength and an emphasis on economic forecasting and Excellence by striving to become the first library to win the Baldrige Award for Excellence.

President Isbell and the board thanked Dr. Horts for the HPLD update and for attending our board meeting.

3. Report of the President: President Isbell stated the library has been extremely busy in the last month and thanked Director Carns and the staff for their hard work. President Isbell discussed the board's review of the strategic plan last month and his determination to continue the momentum.
4. Report of the Friends of the Library: EPL Friends President Mary Vance reported the friends had discussed the scholarship letter and perhaps changing the wording of the letter, but decided the letter was fine as it was written. President Vance also told the board they had chosen a scholarship committee for this year. President Vance did request the board room at the library be reserved for Friends meetings the third Thursday of each month and stated the importance of the book room to friends and when the board is considering the best usage of space for the library, please keep that in mind. Please see attached report.
5. Director's Update: Director Carns included a detailed report in the board packet. Some topics touched upon: with the help of the HPLD facilities manager Director Carns was able to find someone to complete the brickwork and work that needs to be done to fix the lamppost located in the front of the library. Director Carns has contacted Click to come and evaluate the library space and to help the board and staff to access if the space is being used in the best way in order to maximize programming needs at the library. The library staff will be attending an all-day seminar sponsored by HPLD on March 8th. The library will be closed on this day. Director Carns will be interviewing to potential candidates for the job opening at the library. Both candidates are bilingual.
6. Approval of the Consent agenda. M/S – Vice President Sloan made the motion and Trustee Richter seconded. Motion passed, no opposition.
7. Items removed from the consent agenda. No items were removed.
8. Old business:
 - a. Holocaust Memorial Observance Committee request: Director Carns received a letter from the committee stating the speaker will speak at the Eaton High School, and attend a reception held at the library immediately following the presentation at the high school. Secretary Finn made the motion to donate \$700.00 to the committee, Trustee Gustafson seconded. Motion passed, no opposition.
 - b. Grant from PDC Energy: A sub-committee will meet with library staff to discuss the best use for the Maker Cart, which is what the PDC grant will be used for.

9. New Business:

- a. Presentation by Dr. Hortt: Please see above and attached HPLD strategic plan.
- b. Collection Management Policy: Director Carns reviewed the policy with the board. Vice President Sloan made the motion to approve the policy as presented. Trustee Richter seconded. Motion passed, no opposition.
- c. Secretary Finn discussed the idea of sending a retirement gift to Karen, the retiring director of the Ault library. Secretary Finn made the motion to get an Eaton Grove Nursery gift card for Karen. Vice President Sloan seconded. Motion passed, no opposition.
- d. Trustee Ketterling requested adding the library statistics on the agenda for next month, as well as continuing the discussion about some type of celebration at the library this spring / summer to coincide with the summer reading program.

10. Action Steps: creation of the committee to review the Maker Cart for the library.

11. Adjourn: M/S Trustee Ketterling made the motion to adjourn at 6:58 p.m. President Isbell seconded. Motion passed, no opposition.

Next board meeting: Wednesday, March 6, 2019 at 5:30 p.m.

Respectfully submitted,

Julie Finn, Secretary