

LLFA Board Meeting Minutes

January 7, 2016

Little Theater

LLFA Members Present: Rod Haper, Jeannette Woodward, Ray Charles, Kathryn Primrose, Kathy Sanderson, Rachel Casey, and John McMahon

Library Staff Present: JoAnn Collins

Call to Order (Ray) – Ray called meeting to order at 6:05.

General Business

- **Review and Approve Agenda** (Ray) – Motion was made to approve the agenda. Motion was seconded and passed.
- **Review and Approve Minutes of Offsite** (Kathryn) – Location of meeting was changed to the Carnegie Room. Motion was made to approve the minutes with the noted changes. Motion was seconded and passed.
- **Treasurers Report and Approval of Outstanding Bills** (Mary) – Ray forgot to ask Mary to add a better description of the \$3000 outgoing expense. He will talk to Mary about this for next meeting. Treasurer's Report was accepted.
- **Correspondence** (Mary) – no correspondence

Reports

- **Book Nook Report** (Mary) – Rod has decided to become the third manager of the Book Nooks. Business and volunteerism is booming!
- **Branch Manager and Director's Report** (JoAnn) –
 - **Branch Manager:** Reboot programming is happening at the library tonight. This will be an ongoing program that rotates through the three branches. The program is run by a volunteer from Dubois. The open house on the 19th was very successful. Traffic, circulation and eBooks are all steadily increasing.
 - **Director:** Branch Manager position has been filled! Tina Jayroe is a systems manager in the Aurora, CO system and her tentative start date will be between February 1 -15.
- **Board Meeting Report** (Ray & JoAnn) - Work continues on the budget for the upcoming fiscal year. The focus of the discussions has been cost savings and efficiencies between county agencies. Ray distributed the 2015 Results handout from the open house table to the board. The document was added to the meeting minutes.

Action Items

- Ongoing Business
 - *Advocacy*
 - **Finalize Annual Meeting Plan – Including; Newsletter, printing, stuffing & mailing, tasks, By Laws & handouts** (Kathy) – The mailing meeting will be January 21 at 6:00. The newsletters are ready to be printed. Ray will also coordinate with the Chamber to have it inserted into their newsletter. Ray will work up a handout with 2015 results and 2016 goals. Kathy will prepare several copies of the bylaws. Rachel will provide a handout on information about the website and Facebook. The staff will begin their presentation around 11:00 (the meeting begins at 10:00).
 - *Program Support*
 - **Dr. Seuss** (Anita) - The library has just started planning this event; volunteer help may be more needed this year than monetary support. Anita will present to LLFA either at the next meeting or via email when plans have been solidified.
 - *Fund Raising*
 - **Challenge for Charities – Stage Project Status & EXCESS FUNDS** (JoAnn) – Due to a bulge in the subfloor, the project is a little behind schedule. There will be about \$1000 leftover after the completion of the stage. There was discussion on how else the funds could be spent within the Carnegie. JoAnn will research will projects will fit the budget.
 - **Challenge for Charities 2016 – Carnegie Ideas & Other Options** (JoAnn) – Light, carpet or wood refinishing were the top three ideas to come out of the meeting where LLFA board member reviewed the original architecture plans.
 - **Trillium Foundation Grant Status** (Jeannette) – LLFA was awarded \$3000 for the early childhood literacy programs.
 - **Challenge for Charities Grant Status** (Jeannette) – LLFA is still waiting to hear about this grant.
- *New Business*
 - **Approve 2016 Goals** (Ray) – Ray distributed the handout with the 2016 goals, which is unchanged from the previous list. Motion was made to accept the 2016 mission and goals. Motion was seconded and passed.
 - **2016 Budget Discussion & Approval** (Mary) – The board looked over the budget and made a list of questions for Mary, since she was not at the meeting.

- **February Meeting (Book Nook Report & Challenge New Ideas) (Ray)** – The February 4 meeting will be replaced by addressing those topics at the January 21 meeting and the March Meeting.
- **Review previous action items (Kathryn)** -
 - **ACTION:** Ray to approach Scott Goetz to begin dialogue before our November meeting and invite him to our November meeting. – **In progress**
 - **ACTION:** Ray to engage Barbara Oakleaf and form a committee with a couple of LLFA members to work on the speaker series. – **Mary spoke with Barbara, who is unable assist LLFA at this time.**
 - **ACTION:** Each person will visit the Humanities Council website and make a suggestion for speakers. – **Humanities Council is currently not sponsoring this program.**
 - **ACTION:** Kathy and Jeannette will work together on preparing the annual meeting; Rachel will help with graphics. – **In progress**
 - **ACTION:** Jeannette, Judy, Mary, John, Kathryn, and Rachel will meet in January to further discuss the Book Nook issues. – **Meeting moved February**
 - **ACTION:** Ray will put an article in the newsletter focusing on the Book Nook discussion. - **DONE**
 - **ACTION:** Ray is willing to write a thank you note to all Book Nook volunteers to ensure they feel appreciated. Jeannette and Mary to supply names and addresses. - **DONE**
 - **ACTION:** Kathy will work on revising the bylaws. – **Kathy has reviewed and revised the by-laws to address the elimination of the LLFA general membership. Revisions have been finalized.**
 - **ACTION:** Kathryn will give a presentation at the annual meeting on removing membership and modifying bylaws, and encouraging folks to donate to us through Challenge for Charities so their donation can be matched. – **In progress**
 - **ACTION:** Jeannette will write a grant to Lander Community Foundation to fund the gaming unit, Kinect unit, and skateboard rack = \$1,750. - **DONE**
 - **ACTION:** Jeannette will apply for a grant from Trillium Foundation to fund all items in Children’s plus the canopy (includes shipping) = \$2,000. - **DONE**
 - **ACTION:** Jeannette will meet with Boyd Broughton and Linda Willenbrecht to brainstorm additional ideas for Children’s to add to the Trillium Foundation grant of up to \$1,000. - **DONE**
 - **ACTION:** Subject to the award of the Trillium grant, the LLFA Board will fund the CD shelving units up to \$3,000 (depending on shelves selected). – **DONE and approved**
- **Review Action Items from meeting: What, Who, by When (Kathryn)** –
 - Kathy will send a email to everyone about their annual meeting responsibilities
 - Rachel will send final newsletter draft to Kathy
 - Everyone will be here for the mailing meeting on Jan 21

Adjourn (Ray) – Next meeting will be the special mailing meeting on January 21 and there will be no official meeting in February. March meeting will be Thursday, March 3.