

Alpine Public Library, Board of Directors Meeting Minutes
AEP Foundation Multipurpose Room
August 10, 2017
5:30 p.m.

Mission: The Alpine Public Library connects our diverse and geographically remote communities with information resources to encourage literacy and promote lifelong learning.

Vision: The Alpine Public Library envisions a future in which individuals and families are engaged, lifelong learners.

Members Present: Kathy Bork; Linda Bryant; Gary Dill; Kathy Donnell; Mike Latta; Pat McCall; Luc Novovitch; Mike Pallanez; Cynthia Salas; Amelie Urbanczyk. Absent: Jon Roe [excused].

- A. Meeting was called to order by Kathy Bork at 5:30 p.m.
- B. Changes to Agenda and Approval of Consent Agenda
“Groundbreaking for Phase I building projects” and “Strategic Plan” included in the agenda due to clerical error. Both items removed. Added were issues related to the projected new parking lot, Hump Day Lunch, and Cynthia Salas’ new position as city employee. The Agenda changes were approved [Motion by Salas/second McCall/carried unanimously]. The Minutes of the July 13, 2017, meeting were approved [Motion by McCall/second Donnell/carried unanimously].
- C. Reports
 1. Executive Committee – no report.
 2. Board Development Committee – no report.
 3. Finance Committee – The financial report [attached] was distributed to the board via email, prior to the meeting. Highlights were noted by Don Wetterauer.
 4. Income Generating Committee – no report
 5. Friends – The Friends of the Library do not meet during the summer. Tish Wetterauer has developed an inventory program that is being implemented. It is a very helpful tool that will assist us greatly. The Re-Reads Store has been rearranged to increase efficiency and effectiveness.
 6. Library –
 - a. An asset management company that serves Alpine School District has been in touch and would like us to consider their services. While the price-tag for the service is high and not currently within the range of our operating budget, our inventory of equipment is significant. Such a service may need to be included in future budget planning.
 - b. One employee has reduced her hours significantly. A new employee has joined the staff.
 - c. The library will implement a trial adjustment to operation hours to include some Monday hours of service, from 9 a.m. to 1 p.m.
 - d. Work Study students are returning when Alpine High School and SRSU resumes classes.
 - e. Game night is going well.
 - f. Readathon will kick off August 30 at 5:30. Board members are to bring snacks.

- g. ESL, GED, and citizenship classes are doing well.
- h. Computer instruction will be continued in individualized tutorials.
- i. Conversational Spanish language classes are planned.
- j. Library concert will be on Sunday, August 20, featuring Dianna Krall.
- k. Travel talk will feature Samantha about her trip to New Zealand.

D. Old Business

- Building Plans – Met with Denelle Wrightson about developing the Builder’s set of plans. Passed along decisions regarding carpeting and furnishings. A craft room will replace the patio originally projected. This will serve the library’s program needs much better. On September 26, Denelle will present materials incorporating changes. This will provide final input to prepare the Builder’s set of plans that will be used in soliciting bids.
- Parking Lot – no “set back” issues because the parking lot is not considered permanent structures. The county will providing some labor and materials not to include curbing. The city will consider the possibility of donating some material as well. The board authorized Mike Latta to solicit bids for curb construction [Motion by Dill/second Novovitch/carried unanimously].
- Capital Campaign – a list has been prepared of potential members of advisory and steering committees. Board members are asked to assist in making contacts of the candidates currently identified. Assistance is also requested in identifying additional possibilities. The kick-off for the Capital Campaign will be held on Monday, October 30, including a Halloween theme party. All board members are encouraged to approach as many people in the community as possible. Brochures and pledge cards will be developed and provided. As many completed pledge cards as possible should be returned by October 25 to be included in kick-off tallies.
- Art Walk will be November 17-18.
- Volunteer Handbooks have been distributed electronically. A question was raised and discussed about liability coverage regarding volunteers. It is currently understood that volunteers are not covered. Further clarification will be sought. Motion made by Dill, seconded by Latta, and unanimously supported to accept the volunteer handbook with the understanding that adjustments and amendments will be made when additional clarifying information is received.,
- Hump Day lunches are scheduled September 13 and October 11. Continuing Hump Day lunches beyond then is contingent upon identifying additional leadership and coordination. Linda Bryant and Kathy Bork are unavailable. If leadership for continuing the program is not identified before the end of 2017, the Hump Day lunch program will be discontinued.

E. New Business

- Cynthia Salas has become the secretary for the City of Alpine. This requires her to resign from the City Council. Since her service on the APL board was in her capacity as a member of City Council, she would no longer have that by-law specified slot. Motion by Dill, seconded by Latta, and supported unanimously [Salas abstained] to elect her as a

regular, at-large board member. At the end of the current year, when new members of the council are selected, the City Council can appoint a representative for the vacant by-law designated slot.

F. Next Meeting Date: **September 14, 2017**, at 5:30 p.m.

G. Meeting adjourned at 7:00 pm. [Motion by McCall/second Bryant/carried unanimously]

Respectfully submitted,

Gary Dill, Secretary
APL Board of Directors