

'Alpine Public Library, Board of Directors Meeting Minutes  
AEP Foundation Multipurpose Room  
January 11, 2018  
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: Maria Curry; Gary Dill; Kathy Donnell; Mike Latta; Alejandra Villalobos-Meléndez; Mike Pallanez; Jon Roe; Cynthia Salas; Lee Smith; Amelie Urbanczyk; Executive Director Don Wetterauer. Absent: Kathy Bork [excused]; Mary-Elizabeth Thompson [excused]. Guest: Lael Kucera. The meeting was called to order by Kathy Donnell at 5:28 p.m.

- A. Changes to Agenda—none
- B. Introduction of Guest – Lael Kucera was introduced as someone who will be assisting with grant writing.
- C. The Minutes of the December 14, 2017, meeting were approved [Motion by Salas/second Roe/carried unanimously].
- D. Reports
  1. Executive Committee—Members of the Executive Committee met with Executive Director Don Wetterauer for the purpose of conducting the Executive Director’s Annual Performance Review. Utilizing the instrument designed for this purpose and included as Appendix B of the APL Board of Directors 2017 Board Manual, the group engaged in a comprehensive discussion and dialogue addressing the Executive Director’s professional responsibilities. With regard to each responsibility, the evaluators are “exceptionally satisfied” with Don’s service. The evaluators enthusiastically expressed gratitude for Don’s excellent service and look forward to his continuing professional service for a long and productive future.
  2. Board Development Committee—An orientation was conducted for new board members.
  3. Finance Committee—The financial report [attached] was distributed to the board via email, prior to the meeting. Alejandra Villalobos-Meléndez reviewed the material and encouraged dialogue.
  4. Friends—A volunteer appreciation event is scheduled for Kathy Donnell’s home, 709 East Nations Drive, on January 15 from 3 – 5 p.m. Board members are encouraged to submit material for the quarterly newsletter. Profiles of APL users and volunteers are particularly welcome. The Re-reads report [attached] was reviewed.
  5. Library
    - a. Don has interviewed several applicants for employment. A new employee has been offered a position and will begin next week.
    - b. Holiday hours were observed over the Christmas break on Wednesday, Thursday, and Friday from 8:30 – 11:30 a.m. People were very grateful. When repeated in the future, at least one additional volunteer will be needed at the front desk.

- c. Pat McCall is now conducting GED instruction two times each week.
  - d. Property/liability insurance is being renewed. Randy Reed has provided increased coverage
  - e. The next family night is January 24 from 6:30 – 7:30 pm
  - f. The next Saturday Story Time is January 27 from 11 a.m. – noon.
  - g. Mary-Beth is seeking sponsorship for several programs – science camp, toddler time, outreach programs, family night, story time, aquavision, etc.
  - h. Unique Management Services has recovered a great deal. Our return on investment is 5 to 1.
  - i. Because someone downloaded some copyrighted material, some corrective measures will be taken.
6. Income-generating Committee
- a. More bricks can be accommodated.
  - b. Richard Severy/Savery will do the handicapped railing for the sidewalk from the new parking lot.
  - c. We may be able to obtain top-soil from some city lots. A request will be made.
7. Campaign for Kids
- a. Updated Foundation list – Don Wetterauer has the most helpful list.
  - b. Parking Lot progress report—the county will be working on the parking lot, compacting and processing surface material.
  - c. Status of Pledges and grant requests - \$695 in new contributions for the Campaign for Kids has been received since last board meeting. About \$41,000 in contributions and pledges have been received.
  - d. Possibilities of Board member initiatives for funding – Board members are encouraged to make themselves available to Lael and Don to identify individuals, businesses, or foundations that APL may not yet be aware. If board members would identify one such entity and consult with Don, all of us can be involved productively. Gary Dill offered to make an approach to identified potential donors if others can do the background work to open the door for the approach. One possible contact would be local realtors as a group.
- E. Old Business
- 1. 2018 operating budget—Motion by Villalobos-Meléndez/second Roe/carried unanimously to approve the 2018 budget as presented..
  - 2. The Strategic Plan needs to be updated. The current Campaign for Kids materialized from the strategic planning process. The update will be guided by the newly appointed Strategic Plan committee.
- F. New Business
- 1. Board Self-assessment – Board members are encouraged to complete the instrument and submit it directly to Kathy Bork.
  - 2. Board conflict of interest statement and contracts need to be signed and submitted to Don Wetterauer.

3. Committee assignments - Volunteer assignments were encouraged. President of the Board Kathy Bork will be appointing board committees and will be guided by the sign-up sheets submitted.
- G. Next Meeting Date: **February 8, 2018**, at 5:30 p.m.
- H. Meeting adjourned at 6:18 p.m. [Motion by Roe/second Salas/carried unanimously]

Respectfully submitted,

Gary Dill, Secretary  
APL Board of Directors