

Pine River Public Library District Board of Trustees

Minutes - September 17, 2025

5:30 PM Board Meeting

Call to order at 5:38 pm by Lisa Isenberg.

- a. Roll Call: Lisa Isenberg, Gail Robel, Brenda Marshall, Carrie Bergfalk, Rose Ley, Randy Burton, Garry Hillyer, Lydia Wacasey, Michaela Wilson, Vaughn Morris
- b. Addition or deletions to Agenda – Improvements to website: Garry made a motion to add the discussion of improvements to the website to the Meeting Agenda. Randy seconded; all approved.

Old Business:

- a. August and July Meeting Minutes – Randy made a motion to approve the August and July Meeting Minutes as presented. Gail seconded; all approved.
- b. Monthly Treasurer’s Report – Garry
Anticipated money from taxes has been incoming. Most has been received, and we are where we expect to be at this time of year. Expenses are a little under projected amounts. There were 3 payrolls in August, and nothing else is out of the ordinary.
Lisa made a motion to approve the August and July Treasurer’s Report. Randy seconded; all approved.
- c. Board recruitment update – Randy
The Board Recruitment Committee met with 3 applicants for 2 current and 1 upcoming Board Seat opening. All 3 candidates will make great additions to the Board. Current open seats have been vacated by Ann Harold McCoy and Barbara Wickman; both have moved out of district. It is the recommendation of the Committee that Carrie Bergfalk and Rose Ley fill the open seats. Gail Robel has turned in her intention to step down when her term ends in January 2026 and the committee recommends Rachel Davenport to fill Gail’s seat. The three recommendations will be sent to the La Plata County Commissioners for their vote.

New Business:

- a. Public comment:
Rose Ley and Carrie Bergfalk introduced themselves to the full board.
- b. Friends of the Library Report – Brenda
 - The Next FoL Meeting is Nov.13 and will be a potluck lunch provided by the staff.
 - The FoL will provide a fruit water station at this weekend’s Garden Party.
 - Planning is underway for this year’s Colorado Gives Day. Proceeds will help fund a Local History Corner in the library.
- c. Director’s Report – Brenda
 - Things are back to full swing, and the Community Room is getting so much use that it is commonly divided to accommodate multiple groups. We’re expecting the library to be even busier as we experience population growth in Bayfield.
 - The library will participate in Heritage Days, bringing the Ignacio Bookmobile to the event, in coordination with the Ignacio Library.
 - Library staff attended all Bayfield schools’ Back-to-School events.
 - Learn Over Lunch was a huge success last month with a Chautauqua speaker and lunch from Brenda’s Restaurant. The event was full, with 55 attendees.
 - Garden work is complete, and the automatic gate, which required additional welding, will be finished by Saturday’s event.
 - The Garden Party & Potluck is this weekend from 5-7 pm, and all are invited to attend.

- The outdoor fireplace will need to be replaced, and pricing info is being gathered. We will also need to replace the broken bollard lights in front of the library and will price for 2026. We are looking into pricing of a roof sealant that will address roof leaks and extend the life of the roof rather than replacing now.
 - Joanna and Carly are applying for a \$10k grant for youth math programs.
 - Our paperwork for the State Funds to Libraries has also been submitted.
 - Michaela and Becky attended CALCON this month. Michaela served as Conference Chair, and the event drew over 500 attendees. Becky oversaw 3 days of programs as the Programing Co-Chair.
 - We are planning our 3rd annual Teen Self Care Fair in November.
 - Working with Marmot Tech has been amazing, and staff thanks the Board for moving forward with that support. We are very pleased with their services.
 - A staff member had her baby, and both mother and baby are doing well.
 - We will be closed next Friday for a staff development day. Polly from the Colorado State Library will lead us though a day of learning in Ignacio.
- d. Review of updated Employee Handbook – Each year the Employee Handbook is presented for review of changes and updates. Changes are highlighted in yellow and include information about the health stipend and IRA, updates to the procedure to request personal days off, additions to the library closure procedure, and an additional signature requirement to Job Descriptions at the time of employee review. Marijuana was added to the list of substances. Additional language updating the email confidentiality statement in lieu of Marmot Tech Support was included, and language about sharing protected information in accordance with the new law was added.

Discussion Items:

Website improvements – A new service, Doc Access, will be used to ensure the library’s website complies with HB21-1110. Michaela was previously remediating pdfs through a painstaking process, but Doc Access will allow for immediate compliance. The service also makes it possible for contents to be viewed in a variety of languages, and it accurately reads/displays our image-heavy Newsletter.

Action Items:

- a. Vote on Staff Procedure to properly release information required by state and federal law that is otherwise protected – Vaughn made a motion to approve the procedure. Garry seconded; all approved.
- b. Vote on the current Trustee Manual contents – Vaughn made a motion to approve the current Trustee Manual contents. Gail seconded; all approved.
- c. Vote on amended Telehealth Services Policy – Lisa made a motion to approve the amended Telehealth Services Policy. Garry seconded; all approved.
- d. Vote on board members to recommend to County Commissioners
 Vaughn made a motion to approve the additions of Carrie Bergfalk and Rose Ley to the Board of Trustees for the County Commissioners’ approval. Carrie and Rose are to fill seats vacated by Barbara Wickman and Ann Harold McCoy. Randy seconded; all approved.
 Garry made a motion to approve the addition of Rachel Davenport to the Board of Trustees for the County Commissioners’ approval. Rachel will fill Gail Robel’s seat when her term ends in January 2026. Lisa seconded; all approved.

Next Board of Trustees meeting Oct. 15, 2025; 5:30 pm (later changed to Thursday, October 16, 8:30 a.m.)
 Adjournment 6:49 pm