

# Regular Board of Directors Meeting

March 20<sup>th</sup>, 2017

Georgia Public Library

1697 Ethan Allen Highway, Georgia, Vermont 05454

**Board of Directors in Attendance:** Dick Pecor (DP), Bob Sekerak (BS), Carol Jones (CJ), Bob Shea (BShea) and Curt Taylor (CT).

**Staff in Attendance:** Kevin Christopher (KC)

**1. Call to Order: 5:33 PM**

**2. Approval of Agenda**

**Motion to approve by CJ, 2<sup>nd</sup> by CT, passed unanimously**

**3. Public / Board Member / Staff Comment**

CJ reported that Georgia community member Jeff Hathaway has expressed an interest in being a Board member.

**4. Approve Minutes of 1/7/17**

**Motion to approve by CJ, 2<sup>nd</sup> by CT, passed unanimously**

**5. Executive Director's Report**

KC reported that the Town meetings went well.

**6. Treasurer's Report**

CJ reported that the books are all in balance and things look fine.

**E-Commerce Funds**

KC reported that the website set up in 2008 allows people to purchase DVD's online. To make that work, LCATV opened an account with TD. The funds have accumulated to about \$2600. KC would like to have the funds go to our NorthCountry money market instead. The TD account can then be closed. He would also like to move the current TD balance to LCATV's NorthCountry money market account.

**Motion by CJ: "I move we close the TD bank account and transfer the e-commerce and paypal funds to NorthCountry."**

**2<sup>nd</sup> by DP, passed unanimously**

**7. Old Business**

**a. Remaining Personnel Work**

The board reviewed a list of actions NFP (our consultants on Personnel issues) offered to perform for LCATV. The Board can decide to: have NFP do the work, do it ourselves or not do the work at all. The services were:

- **Develop Employee Handbook** – Completed
- **Cafeteria Plan** – Contained in Wrap document.
- **Required Employee Posters** – Completed

- **Wrap Document** – A wrap document is a single document that spells out all employee benefits. NFP is working on this.
- **Update employee applications** – Yet to be done. KC will consider this.
- **Interview Evaluation Forms** – The Board needs to consider whether this is necessary.
- **DMV Checks** – KC needs to do a more research on. It may not be necessary. The Board will consider this later.
- **Record Retention and Organization Policy** – KC reported that LCATV has records and documents that are old and, perhaps, need not be retained. DP mentioned that each document needs to have a policy regarding when it can be discarded. KC will look into how others do this and come to the Board with a policy proposal.
- **Consider Offer Letter instead of Contract** - Done
- **Hiring and termination checklist** – May not be necessary.
- **Clarify Leave Policies** – Done
- **Review Job Descriptions** – KC says these are ‘pretty good’ but could use review. The physical requirements for the job need to be more specific. Perhaps this can be done during a summer retreat.
- **Discrimination and harassment policy training** – KC asked if we want to have mandatory training. This brought about a lengthy discussion about how this might be done. Using a prepackaged online training program was considered as well as bringing in a trainer. No decision made.

BShea asked KC for a timeline of the various items and KC responded that most of it could be accomplished during a summer work session.

## 8. New Business

### a. Temporarily Restricted Fund Balance Budget

KC presented the current and future goals for these funds. The following shows the current goals:

2016-2018 BUDGET PLAN AS INCLUDED WITH LCATV'S 2015 ANNUAL REPORT:

CATEGORY	AMOUNT
Operating Reserve	\$227,400.00
High-Definition Upgrades	\$149,750.00 ✓
Outreach Programs	\$ 10,000.00
<b>TOTAL</b>	<b>\$387,150.00</b>
Amount carried over from 2015:	\$382,500.38

The big item has been the HD upgrades. All but \$63k of the HD budget has now been spent. The future goals are proposed as follows:

PROPOSED 2017-2019 BUDGET PLAN:

CATEGORY	AMOUNT
Operating Reserve	\$229,040.00
High-Definition Upgrades (budgeted amount remaining)	\$ 63,460.00
Outreach Programs	\$ 40,000.00
Phase II Studio Build	\$175,000.00
<b>TOTAL</b>	<b>\$507,500.00</b> -
Amount carried over from 2016:	\$507,061.78 -

CJ had some questions about how these goals related to the current balance sheet. DP explained that these funds are what we are earmarking for future projects. When we re-negotiate with Comcast this plan shows how LCATV justifies the amount of money held in reserve. CJ seemed to think there is nearly \$200k in funds that we do not yet have a plan for. LCATV board members need to begin planning how these funds will be used. These numbers will be in LCATV's annual report.

### **Studio Build**

The Phase II Studio Build will include a 'Green Screen' enabling images to be projected as backgrounds to speakers.

Before moving on to the next item, CJ asked that the next time this item comes up for discussion we should have a tie-in to the current balance sheet. KC agreed.

### **b. Comcast Agreement and Community Needs Assessment (CNA)**

Our current agreement with Comcast expires near the end of April of this year. The terms of that agreement continue until a new agreement is reached. KC has informed Comcast that we would like to remain the Access Management Organization (AMO) for our towns and that we would like to negotiate a new agreement. Comcast responded that they are not negotiating until the Certificate of Public Good (CPG) appeal process has been completed. KC stated that the chances are that this will go to a Federal appeals court and will take a while. VAN may be contracting with legal counsel. Contract discussions may take place this fall.

Last time this came up there was a rather extensive planning process prior to negotiations. That process involved community surveys and public events and discussions. The Board discussed to what extent this process should be followed prior to the upcoming negotiations.

KC provided the Board with a document prepared by Greg Eplerwood of MediaVox. The document is a draft proposal for a process of putting together a Community Needs Assessment prior to negotiations with Comcast. The needs assessment is to develop plans for the next five years. The questions for the Board were:

- Should KC work with Greg E. to develop a CNA?
- Do we want to contract MediaVox to oversee the process?
- How much to spend?

KC reviewed the document presented by Greg E. and described what was done last time. There followed an extensive discussion about what LCATV's role is now and in the future.

DP asked if this CNA is required as part of the process of remaining an AMO. KC explained that Rule 8 requires submission of a PEG access plan. That 'plan' is not defined. KC includes a PEG access plan, about 6 pages, in our annual report.

### **Cost of CNA**

KC estimates the cost to be between \$8,000 and \$12,000 depending on whether a phone survey is done.

**Motion by CJ: LCATV may enter a contract with MediaVox and Greg Eplewood to create a Community Needs Assignment in cooperation with Kevin Christopher at a cost not to exceed \$12,000 without further consultation with the Board. 2<sup>nd</sup> by BShea. Passed unanimously.**

**c. Digital Media Program**

LCATV has, in the past, worked with community librarians to provide digital media resources and create content. The success of the program depended heavily on the enthusiasm of the librarian. The technology has now progressed beyond the resources originally provided and the more enthusiastic librarians have left. The resources are no longer being used. How should LCATV proceed?

After considerable discussion about the program and how to get input from the librarians about their current and future needs, it was decided that KC would come back to the Board with a revised CAN and this would be discussed at another meeting. There is considerable interest in meeting with community librarians.

In closing KC reminded the board that there is a VAN annual meeting in White River Junction on May 5<sup>th</sup>.

**9. Executive Session (*if needed*)**

None required

**1. Adjournment to at 7:45 PM**

**a. Motion to adjourn by CJ, seconded by BS, passed unanimously**

Respectfully Submitted on April 1<sup>st</sup>, 2017 (DRAFT), 6/12/17 (FINAL)

by Curt Taylor - Secretary