**Upper San Juan Library District**

**Board of Trustees Meeting Minutes**

**May 14, 2024**

This meeting took place as an audio/video online meeting using Zoom. The public meeting announcement with instructions on how to attend was posted on the front door of the library, on the library website and Facebook page, and in the Pagosa SUN.

Roll Call: Board President Andrea Cox noted that everyone was positively identified and able to communicate. Andrea called the meeting of the USJLD Board to order at 4:00 p.m.

Trustees Present: Rebecca Battles, Katie Cloudman, Andrea Cox, David Hamilton, Sherry Spears, Marcie Taylor, Ronnie VanAtta, Assistant Library Director Josie Snow, and Library Director Meg Wempe.

Absent: Foundation Director Cindi Galabota

Approve Agenda: The board approved an amended agenda (Katie, Sherry) adding the Interim Director Committee report to the agenda.

Next Meeting: June 26, 2024, by Zoom, https://us02web.zoom.us/j/83398449146 (Please note the

different date, due to Juneteenth holiday.)

Public Comment/Correspondence: None.

Minutes: The board approved the minutes from April 17, 2024, board meeting and the minutes from the April 23, 2024, special board meeting (Marcie, Katie).

Ongoing Business: Development Officer/Foundation Update (Katie): Katie discussed attending the foundation meeting. Cindi had provided the following items:

* We recently received a grant from the Boettcher Foundation for $35,000.
* I have a grant to Gates Family Foundation out; they have completed an in-person site visit, and we should hear back by the end of June.
* I am finishing a grant to El Pomar and will be working on grants to Daniels Fund, Colorado Health Foundation and Coors Foundation over the next couple of months.
* We have updated our brochure with 2024 updates. We have created a rack card with 2024 campaign updates to accompany the brochure.
* The steering committee continues to work with potential donors.
* I am working with Trustees on construction progress.
* The Ruby's Writers Guild is finishing an anthology of their works and proceeds from the sales of the book will all go towards the campaign. Books will be on sale beginning in June.
* Josie and I are presenting campaign information and updates at Lifelong Learning this Thursday. We will have great information and fun prizes.
* Come to the 19th Hole Concert on Thursday, June 6 from 5:30-7:30pm. Jason Rose and Denise Chaney with Jackson Mountain Ramblers will be playing. Great way to support the campaign. There are a total of 4 concerts, all on Thursdays in June.
* The Friends of the Library Big Book Sale is July 11-13 at Community United Methodist Church.
* We are working with the library to hopefully have a part time intern here this summer. For us, they will work on Friends of the Library items and some promotional opportunities for the campaign.

Financial Report (David): The board approved a motion to table David’s report until next month (Ronnie, Sherry). David arrived later and reported nothing significant had changed. Some line items are at 100%, but they have been explained in previous meetings.

Committee Reports:

* *Director search committee*: The committee met with Cathy from Kingman, AZ for a second interview. The committee met Monday to discuss the second interview. The committee has no announcement as of yet, and the search continues. Jann Pitcher has rejoined the committee.
* *Interim director committee*: The committee has not met since the last board meeting.
* *Design committee creation*: Many people volunteered to serve on the committee including Katie Cloudman, Andrea Cox, David Hamilton, Sherry Spears, Marcie Taylor, and Ronnie VanAtta. Foundation representatives are Cindi Galabota and Kim Moore. Josie suggested dividing the group into several subcommittees like a contract committee and a design committee.

Assistant Director’s Report (Josie):

* Completed
	+ *Volunteer Appreciation Tea*:  The tea went well, and it was wonderful to see so many board members there; thank you for coming out! For those who could not make it, please know that we appreciate you too and have some party favors for you as a token of our gratitude. Those are available at the library. Please stop by and pick them up when you are next able.
* Ongoing/In Progress
	+ *Assumption of new responsibilities:*As approved at the last meeting, Josie has been picking up some of the day-to-day operational duties since Meg’s departure. As some additional staff are out, we have been operating on a skeleton crew for the past few weeks, and much of her focus has been on scheduling. Staff have been very flexible, and with the help of some subs, we have covered the gaps. However, it has revealed the limits of our substitute pool, which you will hear more about during the Substitutes/Seasonal part-time staff portion of the agenda.
	+ *Vacuum*: Our housekeeper let us know that our current vacuum needs repair. We are looking at ordering some replacement parts for it. She is confident that she can replace the broken parts and get it working again.
	+ *LPEA GED Scholarship*:  We recently received a $500 scholarship from LPEA for our GED program.
* Coming Up
	+ *Leadership Development Course*: Since our last meeting, Josie has been nominated for and accepted into a Fort Lewis-based Leadership Development course. The program starts next week and runs for six weeks.
	+ *Summer Reading Program*:  Each year, the library runs a summer reading program in June and July that lets patrons of all ages learn and grow. Staff produce programs and assemble Bingo card-style challenges for ages 0-5, 6-11, 12-17, and 18+. Our theme this year is “Adventure Begins at Your Library.”

Director’s Report (Meg):

* Completed
	+ *Parking lot lines*: Mark painted the parking lot lines, as he was available and cost less than the person who was previously contacted for a quote.
	+ *Digitizing items*: Several boxes were left after RMMI came for Meg to go through. There are also documents that we may need in the approximately six months before we reach the front of the queue. There will be another trip to pick up these final boxes before they are run. Chuck will be getting back to Meg about whether certain documents are required as per our document retention policy.
	+ *RFP for architectural and engineering services*: The RFP committee selected Reynolds Ash & Associates from the five bids. RA&A scored the highest in many of the criteria and are based locally. The full board held a special board meeting to vote on the recommendation. The board approved the committee’s selection. RA&A accepted the offer and sent a contract to the board to make any suggested edits before signing it. The RFP committee is thanked for their time and effort and is disbanded.
* Ongoing/In Progress
	+ *Director search committee*: The committee has continued to receive applications and interview those candidates that the committee agrees deserve an interview. Based on the first interviews, second interviews may be requested. At the time of this writing, a very strong candidate is being considered. She will be sent a background check. The director search committee will give a more up-to-date status at the board meeting.
* Coming Up
	+ *Town contract*: On the day of this writing, the town sent over an updated contract for the library to sign pertaining to the agreement the trustees approved in April. It will be signed by the trustee president and returned to the town.
	+ *Summer Reading Program*: Be sure to register and participate in the upcoming Summer Reading Program. It’s not only fun and wins you prizes, but it also helps us meet our strategic goal to increase the program’s participation by 5% each year.

New Business:

* *Reynolds Ash and Associates proposal-comments and edits*: Cindi addressed David’s concerns about the document. David will accompany Cindi to see David Harris. The contract committee members are Andrea, David, and Cindi. They are seeking a reduction in the R&A percentage from 6% to 5%. Andrea will be sending an amended contract to the board for its approval.
* *Substitutes/Part-time seasonal staff*: On two days (not including Saturday), when one staff member is out, it is hard to staff the desk and the open/close with existing staff. The library only has one substitute, who is leaving for school in September. Adding the ESL teacher and ESL substitute to the sub list is one possibility. A former employee indicated an interest in part-time work as well.
	+ *Pagosa Development Corporation Intern*: The Pagosa Development Corporation is willing to pay $3500 to interns (ages 16-22) to work at various businesses. Five of the interns put the library at the top of their location choices. The board discussed privacy issues about working at the desk and seeing patron’s records. The deskwork would be for individuals eighteen and up with background checks run. The library fronts the money, and the corporation reimburses later.
* *Pagosa Pride*: The Pagosa Pride event is set for June 2 in Town Park. They have asked the library to supply a story board walk and a book list for the event. The library has provided similar services to the fair and others. The trustees discussed that this is not something that all patrons might support, but the board does not want to deny services to any of its patrons. The board approved of supplying the event.

Unfinished Business:

* *Renewal of Josie’s assistant director contract (if needed)*: The board approved a motion to extend Josie’s contract (Rebecca Sherry).

Good of the Order: SB 24-216. Meg mentioned this legislation, SB 24-216, which is aimed at some of the out-of-control book bans at public libraries. Many librarians are working hard to have something for everyone.

Adjournment: A motion adjourned the meeting at 5:14 p.m. (Ronnie, Rebecca).

Respectfully submitted,

Ronnie VanAtta, USJLD Secretary