**Upper San Juan Library District**

**Board of Trustees Meeting Minutes**

**November 15, 2023**

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 Rebecca Battles noted that everyone was positively identified and able to communicate. Rebecca 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, and Library Director Meg Wempe.

Absent: Foundation Director Cindi Galabota

Approve Agenda: The board approved the agenda (Rebecca, Katie).

Next Meeting: December 13, 2023, at 4:00 p.m., via Zoom at the library.

Public Comment/Correspondence: None.

Minutes: The board approved the updated minutes from the October 18, 2023, board meeting (David, Katie).

Ongoing Business: Development Officer/Foundation Update (Meg): Cindi provided the following items:

* We recently updated our Guidestar information, and we are gold seal approved! (Guidestar is the most common online site that donors and grantors use to vet a nonprofit. To learn more visit guidestar.org.)
* We have a fun campaign fundraiser coming up on December 9th! Participants will turn old books into repurposed treasures - all sorts of different crafts. Your $50 ticket includes all supplies, plus craft hors d'oeuvres catered by SOCO Mountain Lifestyles and drinks. This event is sponsored by Riff Raff Brewing Company. We will also have people attending to share information about our campaign and our expansion/renovation goals. I would love to see all of you there. It is a great way to support and learn more about the campaign. Bring your friends!
* Tickets may be purchased online at pagosalibrary.org or in person at the library. This is a 21 and over event.
* We will be mailing out around 250 appeal letters right after Thanksgiving.

Financial Report (David): David pointed out various items:

* *P&L statement*: Nothing appears out of the ordinary. The budget is appropriately set, and we are keeping within it.
* *Condensed report*: Increased expenditure related to career services are well-justified.

Meg noted the increasing costs of background checks. The reasons include maiden names, moving around in other states, etc. She is contacting other directors to discuss this and reaching out to the county to find out their methods.

Committee Reports:

* The RFP committee has met. Andrea and Katie are looking into recent local construction activity in Pagosa Springs. They want to find out about the process and what to look for. Among these are Four States Tire, the hospital, Hughes Pavilion, the county jail, and others. The committee is trying to determine what kind of experiences others have had with architects and CMGCs (Construction Manager/General Contractors).

Director’s Report (Meg):

* Completed
	+ *Staff education day*: The library closed to the public on Tuesday, November 7. Staff watched a video about using the AED and performing CPR, watched a webinar about good people who have biases, and spent an hour on different technological goals. There was also an opportunity for attending staff to pick from several webinars to better inform themselves on topics of their choosing. We ended the day with a staff bonding by doing Zentangle*.*
	+ *Board member training*: Marcie (new trustee) and Meg met for some one-on-one board training.
* Ongoing/In Progress
	+ *2024 budget:* The November board meeting is the chance for the public to comment on the 2024 budget. Public notice was given in The SUN for two weeks. A copy of the drafted budget has been on our website and available in print form at the library.
	+ *DOLA grant*:, DOLA grant: We were informed that DOLA awarded the Library $100K for the library design. The board will need to determine how to receive these, and future campaign, monies. While the board has already approved a new bank account, the board needs to determine authorized signers on this account for it to be set up.
	+ Document retention: Meg met with Chuck from RMMI about the document digitization project. She was given a couple of homework assignments and will begin working on those items so that we can get on the schedule to have items digitized.
* Coming Up
	+ *2023 staff bonuses*: Meg will propose a total amount of surplus revenue (between $15K-$16K) to be used for staff (and three external people) and end-of-year incentive pay. The board then approves or denies that expense as well as the proposed amount for Meg and Mark, as Meg recuses herself from those decisions*.*

New Business:

*2023 end of year (EOY) incentive pay*: After some discussion of Meg’s proposed staff bonuses, the board approved $1,000 per employee and an additional amount up to $1,000 per employee as end-of-year incentive pay (David, Sherry). Also included were small amounts for the three external people.

Unfinished Business:

* *2024 budget*: Having received no public comment, the board approved the 2024 budget (Ronnie, Sherry).
* *New bank account – designate signers*: The board approved Meg Wempe, (Library Director) and David Hamilton (Board Treasurer) as the authorized signers on the new account dedicated to the construction monies (Sherry, Katie).

Good of the Order: None.

Adjournment: A motion adjourned the meeting at 5:03 p.m. (Rebecca, David).

Respectfully submitted,

Ronnie VanAtta, USJLD Secretary