**Upper San Juan Library District**

**Board of Trustees Meeting Minutes**

**September 20, 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, David Hamilton, Sherry Spears, Ronnie VanAtta, and Library Director Meg Wempe.

Trustees Absent: Andrea Cox and Foundation Director Cindi Galabota

Approve Agenda: The board approved an amended agenda moving the mural project to be the first item (Sherry, Ronnie).

Next Meeting: October 18, 2023, at 4:00 p.m., via Zoom.

Public Comment/Correspondence: None.

Minutes: The board approved the updated minutes from the July 19, 2023, board meeting (Sherry, Katie) and the August 16, 2023, board meeting (David, Ronnie) with the addition of the date that the board decided to limit maintenance until after the renovation.

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

* Trustees to take on management/leadership of construction.
* Debra Hepler to attend the meeting on October 18 to discuss construction.
* We expect to hear a verbal commitment from DOLA (Department of Local Affairs) by early October to help fund the hiring of an architectural/engineering firm to complete final plans and specs, including full construction documents. RFP will come from the Library District.
* Our Friends Popup Book Sale is on October 21st at the Library from 9am-3pm.
* Save the Date! December 9th - We will be hosting a book-into-crafts campaign fundraiser entitled, "Late Night at The Library", sponsored by Riff Raff Brewing Co. We are still working out the details.
* We will have our first collaborative campaign "pavers" committee meeting on October 6th at 2:30pm at the library. Thank you, Katie Cloudman. Would anyone else like to participate?
* I have designed and ordered two banners to promote the campaign - one will go outside at the front entrance and the other will hang on the fence facing Hwy 160.
* I am in early conversations with Anne Hillerman about doing a fundraiser with her. She is interested. Anyone interested in helping plan this event?
* I am writing grants and am working on a timeline to write approximately 2 grants per month. I am currently finishing a grant to CHFA (Colorado Housing and Finance Authority).
* I will share my timeline for fundraising at the October 18 meeting.

Financial Report (David): Budgets and financials look good. Several overbudget items were discussed: children’s, teens, summer reading, and adult programs.

Grants will cover the children’s and teens overage. Meg is running a report to look into the other areas. For more information, see the discussion of the budget in New Business.

Committee Reports:

* No committees.

Director’s Report (Meg):

* Completed
  + *Director evaluation*:Rebecca, board president, and Meg, director, met to go over the trustee input from the annual director evaluation.
  + *English as a Second Language (ESL) substitute:* Meg has secured an additional ESL substitute, Roberta Strickland, for when Dennise is unavailable, and our other sub is not available. Dennise has mentioned to Meg that she is stepping away from her role in about six months, so depending on this new sub’s interest and abilities, she may be a good replacement for the position. After the upcoming days of substitution, Meg will discuss possibility with Roberta to gauge interest.
* Ongoing/In Progress
  + *Early literacy staff:* Jen’s last day is Friday, October 13. Meg and Josie have been conducting interviews for this position. There have been a few good applications with the first interviews. Second interviews will be conducted the week of this board meeting.
  + *2024 budget*: Meg has completed a draft of a 2024 budget. With help from David, she looked at the possibility of giving a cost-of-living adjustment (COLA) increase as well as base salary/hourly raises for a few staff. This draft will be discussed at this board meeting. The board needs to approve a budget at the October board meeting so that it is available for public notice.
  + *New trustee*: Meg reached out via email to a prospective new board member, Marcie, on 9/14/23. Marcie is interested, but she cannot attend the September board meeting. Marcie will submit her application and attend the October board meeting. Trustee Adam Buttons resigned from the board September 12, 2023.
* Coming Up
  + *2023 staff bonuses:* Based on where the budget stands, Meg will propose bonuses for staff to go out towards the end of the year. From where it stands now, there is room for such a bonus*.*
  + *Staff Education Day:* On Tuesday, November7, the library will close for a staff education day. Meg is working to create an agenda for this day, with input from staff.
  + *Banned Books Week:* This annual event will be held the first week of October. This event is designed to celebrate everyone’s freedom to read. (Some of us refer to it as their “freadom.”).

New Business:

* *Mural project*: This item was discussed first in the amended agenda with Blair, the artist, in attendance. He proposed placing MDO panels painted with bookshelves on the side of the library facing US 160. After some discussion, the board voted not to go forward with the mural project at this time (Rebecca, Sherry).
* *2024 budget*: The board discussed a variety of items in the budget. Meg took notes and hopes to have a revised budget out to the trustees a week ahead of the October meeting.
* *New check signer*: After some discussion, the board approved a motion to:
  + Remove Adam Buttons as an authorized signer,
  + Add Rebecca Battles, Katie Cloudman, Sherry Spears, and Ronnie VanAtta as authorized signers, and
  + Keep David Hamilton and Meg Wempe as authorized signers (Katie, Rebecca).
* *New liaison for Foundation – Katie*: Katie Cloudman will represent the board at the Foundation’s meetings and report on the meetings to the board.
* *MOU evacuation site request*: The board approved a motion for the Headstart program to use the library as their MOU evacuation site (David, Sherry).
* *Approve 2024 library closings*: The board approved the list of 2024 library closings (Sherry, David).
* *Potential conflict of interest*: Meg shared that she has a great candidate for our open early literacy librarian position. This candidate, Sherry, is married to a trustee, Ronnie. The trustees discussed whether it would be too great a conflict of interest. Ronnie recused himself from the meeting and signed off the call. The board did not think that this situation would be unmanageable if clear lines were drawn and okayed Meg hiring Sherry for this position.

Unfinished Business:

* None.

Good of the Order: None.

Adjournment: A motion adjourned the meeting at 5:46 p.m. (Katie, David).

Respectfully submitted,

Ronnie VanAtta, USJLD Secretary