**Upper San Juan Library District**

**Board of Trustees Special Meeting Minutes**

**April 23, 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 library website.

Roll Call: Everyone was positively identified and able to communicate. Meg called the meeting of the USJLD Board to order at 9:02 a.m.

Trustees Present: Katie Cloudman, David Hamilton, Sherry Spears, Marcie Taylor, Ronnie VanAtta, and Library Director Meg Wempe.

Absent: Rebecca Battles. Andrea Cox, Foundation Director Cindi Galabota, and Assistant Library Director Josie Snow.

Agenda: The special meeting had the following agenda:

* *RFP bid selection*:The committee had five proposals to evaluate against an agreed upon set of criteria. The committee proposal with the highest number of points was the local firm of REYNOLDS ASH + ASSOCIATES (RA+A). If for some reason RA+A does not accept the offer, the committee has a strong second choice. After some discussion, the board approved a motion to use RA+A as our architect and move to the second choice should RA+A decline our offer (Sherry, David). Meg planned to reach out to RA+A in the next few days.
* *Draft interim agreement*: The draft interim agreement committee included Meg, Marcie, and David. They met this week, and Meg provided a template agreement. The committee adapted the template to the current needs of the board and the library. Highlights of the agreement include these items:
  + 30-day terms with the option to extend on a month-by-month basis for six months.
  + $900 net additional pay, approximately $5 – 5.50 per hour.
  + Meg continues to write the eNewsletter.
  + Meg will sign checks and serve on committees.
  + Josie will manage day-to-day activities/responsibilities.
  + Josie will keep her Assistant Director title.

The board approved a motion to offer Josie the Assistant Director position with additional responsibilities as outlined on a temporary 30-day basis with 6-month renewals and the $900 net additional pay (Sherry, Katie).

Adjournment: The meeting adjourned by mutual agreement at 9:53 a.m.

Respectfully submitted,

Ronnie VanAtta, USJLD Secretary