**Upper San Juan Library District**

**Board of Trustees Meeting Minutes**

**February 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, Adam Buttons, Andrea Cox, David Hamilton, Sherry Spears, Ronnie VanAtta, and Library Director Meg Wempe

Trustees Absent: Katie Cloudman and Foundation Director Cindi Galabota

Approve Agenda: The board approved the agenda (Sherry, Ronnie).

Next Meeting: March 15, 2023, at 4:00 p.m., via Zoom.

Public Comment/Correspondence (Meg): Although missing from the library since last summer, at least one patron has completed the form regarding the book Gender Queer. The library has ordered a replacement copy, which is moving to the adult section.

Minutes: The board approved the minutes from the January 18, 2023, board meeting (David, Adam).

Ongoing Business: Development Officer/Foundation Update (Meg):

* *Capital campaign*: Meg and Cindi met recently. Cindi is in contact with the Department of Local Affairs (DOLA). DOLA suggested that Cindi write a Tier 1 grant to hire a construction manager/general contractor. Later, a Tier 2 application can potentially result in a $1,000,000 grant. The formation of a construction committee is a next step.
* *Book sales:* The Cabin Fever pop-up book sale at the library on February 11 made $1,000.
* *Library affair*: The event is returning April 15, 2023.

Financial Report (David):

* *Current*: Financials are looking good. Some large bills are paid early in the year and do not recur. The fee for downloadable items is paid once with a large check. Property taxes are running ahead currently.
* *2022 End of year (EOY)*: Some numbers were over and others under with the library $170k in the black.

Committee Reports:

* Personnel Policy Manual committee met January 20. Josie proved quite knowledgeable. The committee hopes to finish before June. The next meeting is February 27 at 1:00 pm.
* The Library Affair subcommittee is discussing ideas.
* No other committees.

Director’s Report (Meg):

* Completed
	+ *Department of Local Affairs (DOLA) report*: Meg completed and submitted the annual DOLA report, as required by law, before January 31. She received an acceptance notice on February 8, 2023.
	+ *Infographic*: The 2022 infographic was sent out via email to the board and is available in physical form at the library. Meg is considering other ways to share it, including a link from the website, in the next monthly e-newsletter, or both.
* Ongoing/In Progress
	+ *Training Jen*: Jen is a positive addition to the staff, and she has wowed Meg on several occasions with her ability to remember things that Meg has told her.
	+ *Foundation work*: Cindi and Meg met and spent some time talking about next steps for the expansion. Meg reported about this during her update about the Foundation. Meg has reached out to several directors who have recently undergone expansions and can give thoughts on a few of the next steps, including hiring a construction manager/general contractor (CMGC) and whom to include in a construction committee.
* Coming Up
	+ *Reports:* The Public Library Annual Report (PLAR) is late in being sent out. The deadline now extends to April. Usually, the link to the report has come out, and Meg has already begun working on the report that traditionally has been due in March.

New Business:

* *Signers for the library*: Checks for amounts exceeding $5,000 require a second signature besides Meg’s. Adam and David volunteered to sign those checks. The board approved (Ronnie, Sherry).
* *Liaison with Foundation & Friends*: Previously, a trustee served as a liaison with the Foundation and attended their meetings. Adam volunteered to be the liaison.
* *Library closing*: Meg wants to review the recently revised Operations and Procedures manual to see what if any mention of library closings for bad weather, etc. is there. She feels that someone not on the payroll should be involved in the decisions. She is researching this for the next meeting.

Unfinished Business:

* *Record retention policy*: Meg has revieved several record retention policies including the Library Foundation’s. She plans to edit it for the library’s purposes and plans to send it to the trustees to review.

Good of the Order (Meg): None.

Adjournment: The meeting was adjourned at 5:10 p.m. (Adam, Ronnie).

Respectfully submitted,

Ronnie VanAtta, USJLD Secretary