**Upper San Juan Library District**

**Board of Trustees Meeting Minutes**

**March 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 4:02 p.m.

Trustees Present: Rebecca Battles, Adam Buttons, Katie Cloudman Andrea Cox, David Hamilton, Ronnie VanAtta, Assistant Director Josie Snow, and Library Director Meg Wempe.

Trustees Absent: Sherry Spears and Foundation Director Cindi Galabota

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

Next Meeting: April 19, 2023, at 4:00 p.m., via Zoom.

Public Comment/Correspondence: Meg noted no additional comments about books and a five-star Google review.

Minutes: The board approved the minutes from the February 15, 2023, board meeting (Adam, Katie).

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

* *Library affair*: The event is returning April 15, 2023, about a month away. Trustees are encouraged to look at tables on website and vote for favorites. The cost is $50 per person payable by cash, check, or card.
* *Capital campaign:* The campaign has raised $1.5 million so far. Once the campaign reaches $2 million, they can apply for some large grants.
* *Construction committee:* The committee met today and includes a civil engineer, a trustee (Andrea), Friends member, town planner, Meg and Cindi among others.
* *Upcoming*: Crime writer Ron Franscell comes on May 13 for several events including a writing workshop, a meet and greet, and a fireside chat.
* *Library Foundation meeting*: Adam attended and found the meeting informative, and many projects are planned or underway.

Financial Report (David): The library received a significant amount of property taxes, approximately 30%, in the first two months. Snow removal costs were discussed. An unplanned cost for alarm monitoring resulted in higher than expected costs. Interest income at COLO Trust has increased from pre-COVID days to almost 5% now.

Committee Reports:

* *Personnel Policy Manual committee* (Josie): The committee is about ¾ through the manual making many updates.
* *Potential committee, PTO/sick*. Some employers have one bank of sick leave and vacation and pay out all of it when the employee leaves. Some employers track sick leave and vacation separately. Meg is checking on PTO policy with the Employer’s Council and other library directors. The Personnel Policy Manual committee plans to take on PTO March 27 at 1:00 pm.
* No other committees.

Director’s Report (Meg):

* Completed
  + *Authorized signers*: The updated authorized signers’ sheet is complete at the Bank of the San Juans for our operating account. We will discuss at the meeting what we’d like to do for the savings account.
  + *SWCPLD:* A group of seven southwest CO public library directors got together in Durango on Friday, March 10. There are a few new (and some very new) directors in the area, so it was good to pull them in to help them know of different resources available to them.
* Ongoing/In Progress
  + *Reports*: The Public Library Annual Report (PLAR) is late in being sent out. The deadline has been extended to April. Meg will be working on this report while away in MN later this month. Meg has only started it.
  + *Parking Lot Lines*: Last fall, Meg asked Josie to reach out to parking lot sprayers to see about getting a quote from them. Now that it is spring, she is reaching back out so that they can do an on-site look to predict a cost more accurately. Meg passed along a contact information of another person that she heard about at the SWCPLD meeting.
  + *AED Machine*: A renewed attempt is underway to get new pads for our AED. There is some chance that we will not have to get a whole new device, as originally thought. Meg has been in contact with someone from EMS.
* Coming Up
  + *Construction Committee:* On the day of our board meeting, Cindi and Meg met with prospective people for the construction committee.
  + *Minnesota:* Meg has to travel to MN from March 19, 2023, until April 4, 2023. Meg is getting many things in place before she goes. Josie is in charge while Meg is gone. Meg is reachable for any questions or concerns that she has. It should be Meg’s last trip to MN. Meg is reaching out to one of our authorized signers to get things lined up, as payroll happens when she is gone, and someone needs to sign the checks.

New Business:

* *ADA compliance and Streamline software*: New state law requires that websites are 100% ADA compliant by the summer of 2024. The library website is not 100% currently. Meg in looking at Streamline software as a possible solution.
* *Savings account signer needed?* The board approved Josie as the fourth signer of the savings account (Adam, Rebecca). Meg is looking into the $250,000 FDIC limit on our accounts.
* *Staff meeting – closing early 1x per month*: Scheduling staff meetings has been difficult recently. The board approved closing one hour early one Monday a month at 5:00 pm as the director sees fit (Adam, Rebecca).

Unfinished Business:

* *Record retention policy*: The board approved Meg’s record retention policy draft of electronic storage at two locations ( David, Ronnie).
* *Health stipend for FT employees taxed*: Full-time employees receive $500 per month towards health insurance. This money is considered taxable income and part of their salary. Should the trustees consider extending some health insurance funds to part-time employees as well?
* *Colorado Secure Savings*: Unless the employer provides a retirement plan, any employer with five or more employees can help employees save for their own retirement. The plan has no cost to employers. Enrollment is in June. Meg is sending frequently asked questions to all trustees.

Good of the Order (Meg): None.

Adjournment: The meeting was adjourned at 5:33 p.m. (Adam, Katie).

Respectfully submitted,

Ronnie VanAtta, USJLD Secretary