**Upper San Juan Library District**

**Board of Trustees Meeting Minutes**

**October 18, 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, Sherry Spears, Ronnie VanAtta, Foundation Director Cindi Galabota, and Library Director Meg Wempe. Also present was Debra Hepler, Foundation Board President.

Trustee Absent: David Hamilton

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

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

Public Comment/Correspondence: A patron thanked the staff for its assistance during a stressful time. The patron further appreciated the library posting its free Wi-Fi notice on the door so that patrons are aware of its availability after hours and at no charge.

Minutes: The board approved the updated minutes from the September 20, 2023, board meeting (Katie, Sherry).

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

* Cindi introduced Debra Hepler to summarize the Foundation’s progress and fundraising so far. The amount raised is a little over 2 million dollars as of today.
* The Library Foundation Board consists of:
  + Debra Hepler - President
  + Alan Saltzstein - Vice President
  + Carol Sheets - Secretary
  + Kim Moore
  + Staci Prustman
  + Randi Everett
  + Al Northrop
  + Katie Dobbins
* The Mountains of Opportunity Steering Committee consists of:
  + Jann Pitcher - Chair
  + Kim Moore
  + Shelly Cox
  + Malcolm Rodger
  + Jan Santopietro
  + Art Benzel
  + Jonnae Benzel
  + Debra Hepler
* The time has come for the trustees to take on management/leadership of construction. The trustees will be receiving funds from the Foundation. The board approved opening a separate account dedicated to the construction monies (Sherry, Ronnie).
* The trustees will be hiring an architectural/engineering firm to complete final plans and specs, including full construction documents. The RFP (Request for Proposals) will come from the Library District.
* We will apply for another DOLA grant for 1-1.5 million at a later date to help reach the estimated 4-to-4.5-million-dollar cost of the project.
* 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. The tickets are $50 each.
* The collaborative campaign "pavers" committee met and plans on a spring 2024 launch.

Financial Report (Meg): Meg pointed out various items related to the budget. The office expenses were up in part due to a $14K audit. Total income from the P&L is higher than budgeted.

Also discussed were the equipment expenses (replacing laptops), author talks programs, and courier services costs.

Committee Reports:

* The board initiated an RFP committee, whose members include Katie Cloudman, Andrea Cox, Ronnie VanAtta, and Meg Wempe.
* A discussion about digitizing library records concluded that Chuck would email when he is ready. He and Meg will work on this project.

Director’s Report (Meg):

* Completed
  + *Replacing early literacy staff*: Sherry has accepted the position of early literacy librarian. Due to a previously planned trip, she will start on November 28 and work Tuesday-Saturday. We are looking forward to welcoming her to our team in a new way.
* Ongoing/In Progress
  + *2024 budget:* With input from trustees at the last meeting, Meg has completed an updated draft of the 2024 budget. It was emailed to the board well ahead of the meeting (October 10) to ensure time to review. The board will work to approve a budget at the October board meeting, so that it can be available for public notice in the next month. The November board meeting will include the opportunity for the public to weigh in before it is finalized for approval.
  + *New trustee*: Our new prospective board member, Marcie, attended the October board meeting. Her application information was previously sent to the existing trustees via email on Sunday, October 1. The October board meeting provided an opportunity for the board to ask questions, and for Marcie to ask questions before a vote is taken.
  + *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. It will be discussed at the October board meeting.
  + Trustee Adam Buttons resigned from the board September 12, 2023.
* Coming Up
  + *2023 staff bonuses:* Based on where the budget is, Meg will propose bonuses for staff to go out towards the end of the year. At the October board meeting, a total expense will be requested so that in November, Meg can provide bonus amounts for specific staff. From where it stands now, there is room for such a bonus.
  + *Staff education day*: Meg and Josie are working to create an agenda for this day, with input from staff.

New Business:

* *Prospective trustee, Marcie*: Marcie asked several questions of the board, and the board asked several questions of Marcie. Marcie commented that she liked the fact that the library lives within its means in the budget. The board voted (by Chat) to accept Marcie Taylor as a trustee to complete the remainder of a recently vacated term. That term ends December 31, 2024.
* *New liaison for Foundation – Katie*: Katie Cloudman will represent the board at the Foundation’s meetings and report on the meetings to the board.
* *Second term trustees*: Meg looked at the bylaws. Two trustees’ terms are ending December 31, 2023: Rebecca Battles and Andrea Cox. They had previously agreed to serve a second term. The board voted (using Chat) to extend the second term to them.

Unfinished Business:

* *2024 budget – board discussion/approval*: The board approved the draft budget (Sherry, Ronnie).

Good of the Order: Welcome, Marcie.

Adjournment: A motion adjourned the meeting at 5:35 p.m. (Ronnie, Katie).

Respectfully submitted,

Ronnie VanAtta, USJLD Secretary