**Upper San Juan Library District**

**Board of Trustees Meeting Minutes**

**August 21, 2024**

This meeting took place as an audio/video online meeting using Zoom. The front door of the library, the library website and Facebook page, and the Pagosa SUN all posted the public meeting announcement with instructions on how to attend.

Roll Call and Determination of a Quorum: Board President Andrea Cox noted that everyone was positively identified and able to communicate. Andrea called the meeting of the USJLD Board to order at 4:00 p.m.

Trustees Present: Katie Cloudman, Andrea Cox, David Hamilton, Sherry Spears, Marcie Taylor, Ronnie VanAtta, Foundation Director Cindi Galabota, and Assistant Library Director Josie Snow.

Absent: None.

Guests: Barb Brattin, Kirsten Bennett, Al Northrup, Staci Prutsman (Library Foundation board member), and Anna Szczepanski (Colorado Library Consortium Colleague on Call Consultant).

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

Next Meeting: September 18, 2024, by Zoom, https://us02web.zoom.us/j/83398449146

Public Comment/Correspondence (Josie): Josie received correspondence from the Archuleta Detention Center regarding the donation of books. Also, they would like the GED program to restart at the jail in the future. The jail previously had GED classes in the past. Additional correspondence came from a library neighbor. He has concerns about the use of the library premises after hours by perhaps unhoused individuals who are loud and upsetting. The library plans to add more signs stating “No Overnight Parking” to the existing one.

Minutes: The board approved the minutes of the July 24, 2024, meeting (Katie, Sherry).

Ongoing Business: Development Officer/Foundation Update (Cindi, Staci): They reported the following items:

* Cindi discussed a small party on Wednesday, August 28 at 4:30 for the Foundation board and library trustees to gather.
* Anne Hillerman is coming to the library September 13 and 14. Her visit includes these events:
	+ September 13: Special Friends of the Library Movie Night (7-9 pm)
	+ September 14: Writer’s Workshop (9-11:00 am), Meet and Greet (12:30-1:15pm), and Fireside Chat (6-8:30 pm).
* Also discussed was a free event in the library parking lot. The event has three aims:
	+ Introduce Barb to the community.
	+ Introduce the library to the community.
	+ Promote the campaign.
* After a discussion, the board approved a motion to allow the library to change its opening hours for this event (Katie, David). The board also approved a motion to approve a budget and adjust library staff hours not to exceed $1500 (David, Katie).
* Lauren will have new pictures of the reimagined library by the time Anne visits.

Financial Report (David): David reported another good report with expenses spot on target. Grants cover the over-budget items. The numbers look good.

Committee Reports:

* *Director Transition Committee (Andrea/Katie):* Anna from CLIC is our colleague on call. She spoke about her 2½ days at the library. She discussed organizing a list of what was in Meg’s brain to give to Barb as well as an onboarding schedule with expectations for the first 30/60/90 days. Josie is sending the onboarding schedule. Also discussed was a catered welcome lunch on Barb’s first day for the staff and trustees, September 3.
* *Design Development Committee* (Sherry, Ronnie): The meeting included an update on landscaping, trees, trellises, etc. An issue with pavers has occurred at another location, and they are not currently a part of the project. Some computer stations are moved closer to the circulation desk and workroom to facilitate staff helping patrons requiring more assistance. The circulation desk will be round. Discussions about carpet tiles are down the road.

Assistant Director’s Report (Josie):

* *Trustee Notes*
	+ Thank you all for your support and understanding during this difficult time. It has meant a great deal.
* *Building & Technology*
	+ *Broken Window*: Sun Glass repaired the window.
* *Staff & Volunteers*
	+ Staff: The entire staff has worked very hard this summer. While I was out, the staff took on a lot and have been amazing in adjusting schedules, taking extra desk shifts, and jumping on some of the things that needed to get done. We have a good team, and I am incredibly grateful for them.
	+ *Subs*: Our long-time volunteer and substitute, Josh Pike, left for graduate school this month. In the past few weeks, we have started onboarding a new substitute, Deb Hayward, who will take his place in the sub roster. Deb is a long-time volunteer who is excited to expand her role and take on the subbing tasks at the library.
	+ *Intern:* Aidan, our Intern sponsored by the Pagosa Community Development Corporation, has been a fantastic help this summer, taking on everything from programs to advertising to taking the lead on our book barns. We have all appreciated his can-do attitude and his willingness to take on any project we throw at him. His last day will be August 30. He has completed a reflection of his time here.
* *Continuing Education & Meetings*
	+ *ALSC National Convention:* As discussed in our last meeting, the Association of Library Services to Children will hold a conference in Denver on September 19. Sherry is currently on the waitlist for registration. We hope she can go, as it is rare for us to have a national convention so close to our area. We will keep the board apprised.
* *Finance*
	+ *Credit Card*: We expect to see our new credit card shortly. Once we receive it, we will transfer all accounts and cancel the card with Meg’s name on it. Our bookkeeper has agreed to help with this process.
* *Programming & Outreach*
* *Library Wide*
	+ *Summer Reading*: We had a great turnout for our End-of-Summer Reading Party/Smokey Bear’s Birthday. At our rough count, we had about one hundred people!
	+ *Anne Hillerman*: The Foundation will have author Anne Hillerman coming in September. We sell tickets for multiple events. Please join us if you can.
	+ *County Fair*: We had a small presence at the County Fair this year. Aidan put up a Story Walk, a scavenger hunt, and delivered free crafts for the children to take home.
	+ *Provisional permit*: Josie reported that the town has issued a provisional permit for the expansion of the library.

New Business:

* *Prospective Board Members-Action Item*: The board packet included paperwork submitted by our two applicants, Kirsten Bennett and Al Northrup.
	+ *Informal Q&A with candidates*: The board asked various questions of the applicants. After that discussion, the board told the candidates that they were welcome to stay for the vote or to drop off the call. Both dropped off.
	+ *Vote*: The board unanimously elected Al Northrup.
	+ *Thank you and welcome*: Josie will prepare an email to let the candidates know the results.

Unfinished Business:

* *Finding a new credit card that does not require a personal guarantor (Josie)*: The new card is on its way, and we will cancel the old card.

Looking Forward:

* *Barb starting*
* *Construction Development stage (volunteers?)*:This committee starts when the Design Development Committee finishes.
* *Board member section of newsletter*: Adding a board member section would raise the board’s profile in the community.

Good of the Order. David mentioned the intern, and that the staff is kind to all patrons, including some who might be considered sketchy by some.

Adjournment: A motion adjourned the meeting at 5:45 p.m. (Katie, Sherry).

Respectfully submitted,

Ronnie VanAtta, USJLD Secretary