**Upper San Juan Library District**

**Board of Trustees Meeting Minutes**

**June 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, David Hamilton, Ronnie VanAtta, and Library Director Meg Wempe.

Trustees Absent: Adam Buttons, Andrea Cox, Sherry Spears, and Foundation Director Cindi Galabota

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

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

Public Comment/Correspondence: Meg reported another five-star Google review that mentioned both a great library and a kind staff.

Minutes: The board approved the minutes from the May 17, 2023, board meeting (David, Rebecca).

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

* The "fundraising season" finished last Saturday with the Storytelling event. Kathy Santopietro again did an amazing job, along with pianist Sally Neel and vocalist Robert Neel (her son). We did not sell as many tickets as we hoped but made a little bit of money and connected with new supporters.
* Cindi attended Rural Philanthropy Days June 7-9 and made a few great connections with potential funders from the front range. She is starting to write grants now. Transitioning to grant-writing can be difficult, and she will be working in offsite, quiet locations to help.
* The Foundation will be asking for funds from DOLA to help cover the costs of architectural plans and specs. The DOLA grant is due August 1st.
* The Foundation seeks someone as our Owner's Rep for the construction. They have met with a man named Paul Kriescher, who has expertise in building green buildings and is interested in working with us to some degree. Cindi also spoke with a man named Dan Spykstra with Wember Inc, which is a company that provides owner's representatives. They are putting together a proposal. Does anyone know a retired contractor who might be willing and able to help? The Foundation can pay them.
* The Friends of the Library book sale is July 21 and 22 at the Community United Methodist Church. Please tell your friends. There are MANY books to sell!
* If you have not donated to the campaign in 2023, please consider making your donation soon! Thank you so much for your ongoing support.

Financial Report (David): Several items were discussed.

* The library has received four-fifths of this year’s tax income.
* Meg has moved $200K to ColoTrust where it now earns 5% interest.
* A grant for drawing readers together will help pay for some children’s and adult services.

Committee Reports:

* No committees.

Director’s Report (Meg):

* Completed
	+ *Rio anniversary*: The Foundation/Library had a table at this event, and Meg helped answer questions and shared about both Library and Foundation. The table included Library and Foundation information, free books, and a live Pac-Man game people could play.
	+ *ColoTrust*: Meg met with Brett Parsons on 6/5/2023 for a brief meeting. He is our representative with ColoTrust, and they discussed the dramatic increase in the percentage and the future outlook.
* Ongoing/In Progress
	+ *AED machine*: Still a work in progress. Slow going in email responses. Meg has been in touch with Valerie from AED Authority. Our replacement pads have been out of stock for years, which is why we started looking at getting a new machine. Meg will keep pursuing. She is looking into a possible 50% rebate of a possible new device from our Special District Association (SDA) membership and will ask at an upcoming regional workshop.
	+ *Audit with CPAs*: Meg received a draft from someone at Hinton Burdick, with their suggested journal entries and other information. Meg will review with Lisa, the bookkeeper. Two days later, strangely, we received a request for more information from someone else at Hinton Burdick. Meg hopes to have a final audit report by the July board meeting.
* Coming Up
	+ *Special District Association (SDA) regional conference*:Friday, June 23rd, 8 a.m.-12:30 p.m., Durango Fire Protection District. From their description, “the conference covers a wide variety of important topics such as conflicts of interest, TABOR, notice of meetings, and district powers, just to name a few.” They will also give a 2023 legislative update, which should be helpful. Meg is attending and extends the registration cost to one or two trustees who may wish to go. As of June19, space availability is limited.

New Business:

* *July 4th parade:* The library has no staff available or interested at this time for various reasons. Rebecca is investigating putting together an entry and invited anyone interested to contact her.
* *Director evaluation information*: Meg sent these forms to the trustees. Trustees need to return these forms to Rebecca, who will collate the results. A discussion of goals included surveying a portion of the patrons by email and placing post-it notes in the library for public comments**. Trustees need to complete the forms and return them to Rebecca by July 1**. Rebecca and Meg will meet July 10 to discuss the results.

Unfinished Business:

* *Hours required for healthcare stipend*: Following a discussion of hours and benefits, the board approved a motion declining adding a healthcare stipend for part-time employees.
* *Employee Manual draft*: After some discussion the board approved the draft of the Employee Manual (Ronnie, Katie).
* *Director’s hours*: After some discussion, the board approved a motion that the Director continues to work the job description put forward in the past, and the Director has the latitude to perform those duties within a flexible time frame (Rebecca, Katie).
* *$46K from 2017 donation*: Meg reached out to Kristin at the auditors, who told her the money was not restricted funds. After some discussion, the board approved a motion to move the $46k of the 2017 donation to unrestricted funds (David, Katie).

Good of the Order: None.

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

Respectfully submitted,

Ronnie VanAtta, USJLD Secretary