

**Upper San Juan Library District
Board of Trustees Meeting Minutes
September 18, 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 4:02 p.m.

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

Absent: Al Northrup

Consent Agenda: The board approved the agenda (Katie, Ronnie).

Minutes: The board approved the minutes of the August 21, 2024, meeting (Sherry, David).

Public Comment/Correspondence: Eddie, a close neighbor to the library, spoke to the board. He spoke about cars at all hours, repeated overnight camping, noise, pollution, and other occurrences at the library parking lot after hours. David is contacting the police department about these problems. Barb is adding a 6-8 a.m. timeframe clause to our snow removal contract for bidding. The library plans to add three more no overnight camping signs to the lot. For more information about the parking lot Wi-Fi hours, see New Business.

Reports:

- *Foundation/Development Report* (Cindi): She reported the following items:
 - The Weekend with Anne Hillerman fundraising event went very well. I am still taking care of a few expenses, and a little income is still coming in, but I expect that we netted approximately \$4000.
 - The Friends of the Library is hosting their fall popup book sale on Saturday, October 12 from 9am to 3pm in the large meeting room at the library. Stop by for some great sales. Also, attached is the flier - please share!
 - The Steering Committee is working to raise approximately \$800,000 more by spring of 2025. This timing to finish raising funds is crucial to the timing of construction to start. If you know anyone that we should talk to, please reach out to me.
 - Livia and Bob Lynch are hosting a "Heritage Party" on Sunday, September 29. They have invited several people who knew Ruby Sisson to gather, share stories, and hear about the expansion. We want to create a way to record this important oral history, hopefully partnering with high school students.
 - I am working on grants and plan to raise about \$700,000 more from grant awards. I have a packet going out to the Adams Family Foundation and I am working on several other grants.
 - The parking lot party is moving to the spring.
- *August 31, 2024, Financial Report* (David): David reported that the financials look good. If a property tax relief does occur, the result is approximately \$39-67K in tax revenue. Downloadables are at 92% because of a lump sum payment. Our use of downloadables has increased since Denver's became unavailable.
- *Building Design Development Committee* (Sherry, Ronnie): The teen room and the maker's space switched places. The group discussed various ideas about the workroom tables and cubbies for sorting purposes. The group saw the 3D version for the first time. Lauren is ballparking the numbers to determine what we can deliver for the available funds. The garden may have to wait.

- Director's Report:
 - My first two weeks on the job were a real delight. Our staff is fantastic, and I feel very lucky to work with them. Their skill level is impressive, and the teamwork and camaraderie make this a terrific place to work.
 - I have been very busy as I build a 2025 budget proposal, researching fixed costs and talking to vendors about available technology support services. Much of the technology is outdated and the network is pieced together. Although it works, some of the network's critical components are at their end of life, and it would be wise for us to begin replacing those components with newer equipment to ensure uninterrupted service. The building itself is also in need of more attention, and although we will not want to spend a lot of money on a building we are preparing to change, simple things like deep cleaning and organizing our supplies will go a long way in offering a more appealing and comfortable facility. As part of our 2025 budget discussion, I will present multiple year plans to get us up to date and increase network security as well as improve the building and grounds maintenance.
 - My first few weeks have also been spent reacquainting myself with the Colorado library community at large. Anna at CLIC has been very helpful explaining how things are structured. I have also spoken with several area library directors who have been helpful connecting me with consultants they rely on. Anna has provided salary survey information to help us build a fair staff compensation plan for 2025 that recognizes the hard work and expertise of this staff and the financial strains of living in a resort community.
 - Barb met with the new coordinator of MET, who told her that they would like to place one of their waiting huts somewhere on the property.
 - *Director's 90 Day Priorities:*
 1. Manage the architectural design phase of the building project on behalf of USJLD.
 2. Update job descriptions and propose an updated wage scale based on comparative libraries.
 3. Develop a three-year Technology Plan that informs the next budget cycle.
 4. Deliver a final draft 2025 budget proposal for approval at the October 16, 2024, board meeting.
 5. Participate as a full team member to help with daily tasks and acquaint myself with our library users.

New Business:

- *Director authority to sign checks under \$5,000:* The board approved a motion that Barb, our new director, can sign checks without cosigners under \$5,000 as of September 19, 2024 (Katie, David).
- *Parking lot Wi-Fi:* The board approved a motion to shut down automatically the Wi-Fi network from 10 p.m. until 6 a.m. seven days a week (Sherry, Katie). This time aligns with the town's quiet time.
- *First Draft 2025 Budget:* The board discussed the budget and requested no changes. The budget includes outsourcing a janitor 24 hours a week, a 20 hour per week library assistant, and technology improvements among other things.
- *Staff Benefits*
 - *PTO/Sick Time Separation - Colorado mandates:* The library complies with the Healthy Families and Workplaces Act.
 - *Retirement eligibility:* The library is one of two in the state where an employee must work for a year to enroll in the retirement program. The board approved a motion to amend the current policy and allow an employee to enroll at the time of hire with a 4% match employer contribution effective immediately (Katie, David).

Unfinished Business:

- *None.*

Looking Forward:

- *Hybrid meetings:* The board discussed the possibility of hybrid meetings going forward. The board is considering this at its next meeting.
- *Schedule signers at Bank of the San Juans:* The signers are meeting on Thursday, September 26, 2024, at Bank of the San Juans to add Barb to the signers. This special meeting will have separate minutes.

Good of the Order: None.

Next Meeting: October 16, 2024, by Zoom, <https://us02web.zoom.us/j/83398449146>

Adjournment: A motion adjourned the meeting at 5:40 p.m. (Ronnie, Sherry).

Respectfully submitted,
Ronnie VanAtta, USJLD Secretary