**Upper San Juan Library District**

**Board of Trustees Meeting Minutes**

**December 13, 2023**

This meeting took place both in person in the large meeting room at the Ruby Sisson Library and 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 4:10 p.m.

Trustees Present: Rebecca Battles, Katie Cloudman, Andrea Cox, David Hamilton, Sherry Spears, Marcie Taylor, Ronnie VanAtta, Foundation Director Cindi Galabota, and Library Director Meg Wempe.

Absent: None

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

Next Meeting: TBD, based on assessor and resolutions (January 17, 2024, at 4:00 PM on

Zoom https://us02web.zoom.us/j/83398449146).

Public Comment/Correspondence: Meg noted two recent positive reviews:

* A 5 Star Google review mentioning time in the library using the Wi-Fi and ample seating during car repairs.
* Someone commented on the full and interesting October lineup in the newsletter.

Minutes: The board approved the minutes from the November 15, 2023, board meeting (David, Marcie).

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

* We received two recent grants. The first is a $25K check from RG Bank and comes with naming rights. The second is a $10K grant from Colorado Housing and Finance Authority (CHFA). RG bank also indicated a willingness to help finance the library expansion project.
* Cindi plans to continue to write grants for at least the next six months and probably the year.
* Jann Pitcher and a small team have committed to working with donors for a year.
* The recent after-hours event at the library sold between 25 to 27 tickets and made money. The takeaway is that thirty-five is a suitable number of tickets to sell based on the available space.
* Queen Bee Facial Studio is sponsoring another afterhours event at the library on January 13, 2024.
* The total amount raised so far is $2.1 million. The amount required is probably $4.5 instead of $4 million.

Financial Report (David): David pointed out these items:

* Interest income is nearly $32K.
* The audit costs being up is an anomaly. Programs are up along with snow removal.
* Overall, we are doing well and have underspent.

Committee Reports:

* The RFP committee met December 11 by zoom. The committee Is seeking some guidance from the entire board regarding who is hired first: the architect or the Construction Manager/General Contractor (CMGC). Andrea and Katie related what they could find out from recent local buildings. The committee is trying to determine which is hired first to use as the audience for the proposal.

Director’s Report (Meg):

* Completed
	+ *New bank account*: Meg opened a new bank account for construction monies. As approved at last month’s meeting, Meg and David Hamilton are the approved signers on this account.
	+ *Sign*: Added a new no pets sign at the door.
	+ *Electrical work*: Some new LED lights and a new light outside the front entry are installed.
	+ *Trespass notices*: Two people are barred from library property until January 1, 2024, for consistent bad behavior on library property for years.
* Ongoing/In Progress
	+ *Onboarding new staff member*: Sherry’s first day as our early literacy staff member was on Tuesday, November 28. We continue to onboard her and look forward to her getting more comfortable with her duties.
	+ *Background checks*: Meg is researching other potential companies to use for background checks that may be more economical. She is waiting for a quote from National Crime Search and reading reviews for Background Info USA.
	+ *2024 budget*: Due to SB23B-001 (2023 Property Tax Relief | Colorado General Assembly), most deadlines for the 2024 budget are pushed back. As such, a separate board meeting may be necessary to get resolutions signed and submitted before the new deadline. New deadlines are available here: Budget Calendar\_SB23B-001.pdf - Google Drive.
* Coming Up
	+ *2023 staff bonuses*: Our bookkeeper is out of the country. When she returns, Meg will provide the approved end-of-year merit raises that the board approved at the November meeting. Staff knows about the 3% COLA increase but has not heard about the bonuses at the time of this writing. The board approved starting the COLA on December 25, 2023 (Sherry, Rebecca).

New Business:

* *Resolutions signed OR make plan to sign*: Meg is sending copies of last year’s resolutions to the trustees so that they can familiarize themselves with the resolutions. When the final numbers are in, approving the resolutions requires a special meeting.
* *RG Bank proposal*: See Foundation Update.

Unfinished Business: None

Good of the Order: The trustees noted their appreciation of the food served at the meeting.

Adjournment: A motion adjourned the meeting at 5:17 p.m. (Rebecca, Ronnie).

Respectfully submitted,

Ronnie VanAtta, USJLD Secretary