**Upper San Juan Library District**

**Board of Trustees Meeting Minutes**

**July 19, 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: Adam Buttons, Andrea Cox, David Hamilton, Sherry Spears, Ronnie VanAtta, Foundation Director Cindi Galabota, and Library Director Meg Wempe.

Trustees Absent: Rebecca Battles and Katie Cloudman

Approve Agenda: The board approved the agenda (Ronnie, David).

Next Meeting: August 16, 2023, at 4:00 p.m., via Zoom.

Public Comment/Correspondence: Meg reported that patrons appreciate the library and its air conditioning.

Minutes: The board approved the minutes from the June 21, 2023, board meeting (David, Andrea).

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

* *DOLA grant – board approval*: The DOLA (Department of Local Affairs) grant requires that the Upper San Juan Library District submit the funding request. The board approved a motion to submit the final draft that Meg and Cindi are finishing (David, Andrea).

Financial Report (David): Several items were discussed.

* The alarm monitoring is running over budget due to an unexpected $400 annual checkup.
* Although increased $1,000 over the $9,000 total two years ago, the audit cost $14,000 this year. We need to increase this item in next year’s budget.
* On the P&L, the children’s program is running over budget, but grant money is covering it.
* Other income is up 105% over last year.
* Office expenses are also up this year.

Committee Reports:

* No committees.

Director’s Report (Meg):

* Completed
	+ *Special District Association (SDA) regional conference*:Meg attended this conference on Friday, June 23, 2023. The conference is mostly designed for new board members. Meg attended to see what she could learn and determine whether this training might be helpful for future, new trustees.
	+ *MailChimp survey*: After discussion about a potential survey to X random patrons who receive the monthly enewsletter, Meg looked into the possibility. From what she can see and asked about, MailChimp lacks a method for selecting people randomly to receive a survey. When Meg returns from an upcoming trip (see Coming Up topic below), she is placing a passive survey for patrons to complete if they choose to do so.
	+ *Audit with CPAs*: Meg received the final audit report and has a physical copy for each trustee. The copies are available at the library, or Meg can send an electronic version to someone’s email, if they prefer.
* Ongoing/In Progress
	+ *DOLA grant with Cindi:* Meg is working with Cindi on a DOLA grant to help with funding the costs for an architect to draw up plans for the expansion.
	+ *Employee emergency contact list:* Meg is updating the employee emergency contact list. The new list has the potential for a secondary emergency contact, and of course, updated phone numbers that may have changed since first asked.
* Coming Up
	+ *Vacation:* Meg is travelling out of the country from July 29-August 13. Josie is in charge.
	+ *CalCon*: The Colorado Association of Libraries holds a conference each year in Loveland, Colorado. The three-day event occurs on October 12-14 this year. On Friday, October 13, they are having trustee-specific workshops. You can find more information here: https://cal-webs.wixsite.com/calcon2023. Any interested trustees should contact Meg as the library can pay for your registration.

New Business:

* *Garden and ADA*: An accident occurred about a month ago on the ramp from the library to the garden area. The ramp is not ADA-compliant and a potential hazard. Meg is looking into railings and for the ADA compliance document completed several years ago.

Unfinished Business:

* *Director goals for next 12 months*: No review has occurred yet due to late arrivals of some evaluations to Rebecca. Meg asked the trustees to send goals for the coming year.

Good of the Order: Meg spoke to the trustees about the Summer Reading Party, which will take place on July 28 from 2-5 p.m., and the Friends book sale July 21 and 22. The party includes the following:

* Salida circus (humans only)
* Touch a truck (fire truck and ambulance)
* Community resource information
* Summer reading prizes
* Ice cream

Adjournment: A motion adjourned the meeting at 4:41 p.m. (Adam, Ronnie).

Respectfully submitted,

Ronnie VanAtta, USJLD Secretary