

**Upper San Juan Library District  
Board of Trustees Meeting Minutes  
October 16, 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, Al Northrop, Sherry Spears, Ronnie VanAtta, Foundation Director Cindi Galabota, Assistant Library Director Josie Snow, and Library Director Barb Brattin.

Absent: David Hamilton and Marcie Taylor

Consent Agenda: The board approved the amended agenda adding approving PTO for the director to New Business (Katie, Sherry).

Minutes: The board approved the minutes of the September 18, 2024, meeting (Sherry, Ronnie).

Public Comment/Correspondence: None.

Reports:

- *Foundation/Development Report* (Cindi): She reported the following items:
  - The recent Heritage Party generated over \$4000 in donations.
  - The owners of Alley House plan to hold a campaign party at their home.
  - Much activity is also occurring about various grants, including the Adams Foundation.
  - The Friends are planning a crafting fundraising event sponsored by Riff Raff on December 14, the first of three. The second event is the second Saturday in January, and the third is the second Saturday in February.
  - The Friends plan to enter a tree in the Christmas Festival of Trees.
  - Barb and Cindi are presenting the campaign at tomorrow's Lifelong Learning event at the library.
  - The Friends are planning three book sales in 2025: one in February, one in the summer, and one in October.
  - Cindi is reaching out to art students about creating a new bookmark. She plans to award a \$25 gift certificate to the winner.
- *September 30, 2024, Financial Report* (Barb): The library's financials look good. The library is under-spending and receiving taxes every month.
- *Building Design Development Committee* (Katie, Ronnie): Barb and Josie also attend meetings as they can. Sustainability was discussed recently. What can we do? What are we already doing? Etc. We are investigating solar panels. The aim is to reduce operating costs by spending capital at the start to ensure it.
- *Director's Report:*

It is clear from my interaction with the public that the USJLD is a beloved local institution, and all the praise goes to this library staff for providing this community with the service they value and appreciate. This goodwill is backed up by 2022 statistics from the state library. As you can see, USJLD's per capita income falls just above the median for other libraries our size, and well below the median for Tourist Community Libraries. Yet, USJLD's circulation per capita is nearly that of the wealthiest libraries and registration as percentage of population exceeds the median of tourist libraries. This translates into exceptional value for our taxpayers.

I had the pleasure of meeting with area library directors at the Mancos Public Library and I learned quite a bit about how other libraries engage with their communities. There is a strong desire to offer after-school care, all-day library camps on Fridays, and summer camps. Mancos achieves this best through a robust volunteer program supervised by their Children's Librarian. Bayfield stretches their staff to accomplish a limited number of these programs. Josie and I are looking forward to expanded space in the new library building to offer similar programs to our local kids.

One of the main topics among directors was funding, and the new 5.25% rules that go into effect for the 2026 budgets. Our property tax increased 4.3% this year, well below the future increase limits. The formula is a bit more complicated than a straight 5.5% limit per year, considering population growth and new construction. This will be a constant topic for continuing education in 2025 and we will be ready when the time comes. Should these limits become stifling in future years, we will have the opportunity to place an override measure on the ballot in November of any odd numbered year.

We are getting a head start on technology upgrades. A new firewall is installed as well as a new automatic, redundant backup system, providing much relief to the worry of the risky practice in place- storing administrative files on a staff computer hard drive. Should the computer fail, we will be able to restore files quickly.

#### New Business:

- *Proposed amendments to the personnel policies:* The board approved this change last month. The board approved a motion to amend the personnel policy as presented, including the approved change in retirement benefit eligibility, and providing for expense reimbursement for travel associated with pre- approved professional activities (Sherry, Ronnie).
- *Colorado Retirement Association Retirement Plan and Trust Agreement:* The board approved this change last month. The board approved a motion to amend the current Colorado Retirement Association Retirement Plan and Trust Agreement to remove the exclusion of Holiday Pay for the purpose of calculating employer and employee contributions (Ronnie, Katie).
- *Approving PTO for the director:* Barb wanted to take some earned vacation ahead of her three-month anniversary requirement. The board approved a motion to approve the PTO for our director (Katie, Sherry).

#### Unfinished Business:

*2nd Draft 2025 budget:* After some discussion, the board approved the 2025 Budget as presented and directs the Library Director to publish a "Notice of Budget" to acknowledge receipt of this budget proposal by the Board of Trustees and to set a public budget hearing to be held at the November meeting of the Board of Trustees.

#### Looking Forward:

- *Schedule signers at Bank of the San Juans:* Josie is sending an email to poll the signers for either October 22, 24, or 25 to meet at the Bank of the San Juans.

Good of the Order: Sherry told the group how pleased she was with Barb's work in the newsletter. Andrea informed the group of her receiving a mini grant from the Rotary Club. She implemented a small library in her classroom with a director and assistant director. She purchased books at last week's book sale and hopes to expand to other classrooms.

Next Meeting: November 20, 2024, by Zoom, <https://us02web.zoom.us/j/83398449146>. Trustees are invited to attend the meeting in person at the library if possible.

Adjournment: A motion adjourned the meeting at 5:14 p.m. (Al, Ronnie).

Respectfully submitted,  
Ronnie VanAtta, USJLD Secretary