**Upper San Juan Library District**

**Board of Trustees Meeting Minutes**

**May 17, 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, Adam Buttons, Katie Cloudman Andrea Cox, David Hamilton, Sherry Spears, Ronnie VanAtta, Foundation Director Cindi Galabota, and Library Director Meg Wempe.

Trustees Absent: None

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

Next Meeting: June 21, 2023, at 4:00 p.m., via Zoom.

Public Comment/Correspondence: Meg and Rebecca reported positive feedback about the library.

Minutes: The board approved the minutes from the April 19, 2023, board meeting (Rebecca Katie).

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

* *Ron Franscell events*: On May 13, the three events included a writing workshop (with eleven attendees), a free meet and greet, and the fireside chat (with over sixty attendees).
* *Kathy Santopietro events*: The storyteller returns June 17 with a small, free children’s event and an evening event ($40) at the Tennyson. Center.
* *Rio anniversary*: Cindi discussed the Rio event, which the Director’s Report details.
* *Campaign*: The campaign is moving closer to its $2M goal. The Noon Rotary club has donated $15K payable over three years. Cindi is also working on a Colorado Common Grant form, which she can then send to prospective funders. She also plans to attend a Front Range Funders group meeting.

Financial Report (David): Several items were discussed.

* The audit is costing more than the budgeted amount.
* We pay the storage budget (95% currently spent) yearly. The goal after digitizing records is to have no storage payments in 2024.
* Other costs discussed included Alarm (146%) and Geothermal (133%). Geothermal rates are climbing and will continue to do so.

Committee Reports:

* *Employee Manual committee* (Meg): The committee met for the last time and is dissolved. The trustees received a draft copy before this meeting. Meg thanked the following members for serving on the committee: Katie, Rebecca, Adam, and David. The manual discussion is part of the Unfinished Business topics.
* No other committees.

Director’s Report (Meg):

* Completed
  + *Employee manual policy review:* The committee met again and went through the remaining questions from the employee manual. Meg sent the draft May 11 so that all trustees have time to review it before the meeting. The discussion of whether to change or to approve is on the agenda for this meeting*.*
  + *PALS/GED substitute*: Meg has hired a substitute for Mark’s program for when he is on vacation or otherwise unavailable. Sally Riggs is a high school teacher. She starts immediately, as Mark will be gone at the end of May.
* Ongoing/In Progress
  + *AED machine:* Still a work in progress. Andrew (EMS) and Meg spoke when he was able to visit. He is looking at whether his providers carry supplies for our current machine. Meg is looking to see whether we could get 50% of a possible new device from our Special District Association (SDA) membership.
  + *Audit with CPAs*: The auditors have completed their on-site work, and Meg will keep the board informed once the library has their report. Meg will ask for a copy for each trustee and a copy or two for the library’s records.
  + *New desk schedule:* With the addition of more Summer Reading Program (SRP) events, Meg has worked on a revised work and desk schedule to accommodate the additional programs.
* Coming Up
  + *Rio anniversary:* Riff Raff on the Rio is celebrating their 10th anniversary in a big way with a large anniversary party. Some library staff are volunteering their time to help the Foundation and USJLD as one of the highlighted local groups. People will come for the fun Big Size Pac Man game that we are doing and learn more about both the library and the Foundation/expansion. The event is Saturday, May 20, 2023, from noon to 6 pm.
  + *Summer Reading Program:* The kickoff party is on Saturday, June 3 and runs for eight weeks. Because the program is for all ages, we hope you register and participate. As an added bonus, you can help us work on our strategic plan. One of our deliverables was “to increase summer reading program registrations by 5% from year to year.”
  + *Meg vacation:* Meg is taking vacation May 23-31 to visit her mom in SC. Josie is in charge, and Meg is available if needed.
  + *Parking lot striping*: With an estimate of $1900 for parking lot striping, Meg is considering asking Mark if he is interested in repainting the stripes.

New Business:

* *Staff reinforcement of weapon policy*: Recently, someone entered the library carrying a knife and a gun. Meg is looking into posting a no firearms notice on the front door.
* *Director hours*: Meg has completed her nurse’s training. She is interested in the feasibility of working fewer hours. She has spoken with other directors who work 30-32 hours at their libraries. After a discussion, the board decided to meet during the first week of June to continue the discussion.
* *Hours required for healthcare stipend*: ACA considers 30 hours per week as full time for organizations with more than fifty employees. The library has one (potentially two) 30-hour employees. Do we want to consider them full-time and extend the health care stipend to them? Trustees decided to revisit this at the next meeting following a discussion of hours and benefits.
* *Coordinated election form from county*: The board declined to put any items on the November ballot.

Unfinished Business:

* *Employee Manual draft*: Trustees decided to revisit this at the next meeting following a discussion of hours and benefits.
* *$46K from 2017 donation*: Before the Library Foundation existed, the library received two separate gifts of $50K and $10K. The board voted to start the Foundation with the $10K and $4K (of the $50K), leaving $46K unspent. Subsequent library audits highlight this unspent donation. Meg is checking with the CPA to see whether the board can designate this money for technology improvements.

Good of the Order: Meg has copies of a Colorado Public Library Board and Trustees Pocket Handbook available at the desk for each trustee.

Adjournment: A motion adjourned the meeting at 5:45 p.m. (Rebecca, David).

Respectfully submitted,

Ronnie VanAtta, USJLD Secretary