**Upper San Juan Library District**

**Board of Trustees Meeting Minutes**

**July 24, 2024**

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 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 4:01 p.m.

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

Absent: Assistant Library Director Josie Snow

Guests: Lauren Davis of Reynolds, Ash, and Associates

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

Next Meeting: August 21, 2024, by Zoom, https://us02web.zoom.us/j/83398449146

Public Comment/Correspondence (Andrea): Tabled in Josie’s absence.

Minutes: The board approved the following sets of minutes (Katie, Marcie):

* June 24, 2024, board meeting
* June 24, 2024, Executive Sesson
* July 3, 2024, special meeting

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

* The steering committee had to postpone its meeting.
* Two grants totaling $65K were received recently.
* The new expansion/addition includes some spaces for funders to fund specific projects.
* Cindi has more grants to write.
* Host parties for new donors resulted in a $10K gift from the Nelsons.
* The foundation is seeking new board members with business knowledge or fundraising expertise preferred.

Financial Report (David): David reported that the financials are looking good with 90% of the tax revenue received. The only budget item of note is PR, which is at 90%. We might want to increase the item next year.

Committee Reports:

* *Strategic Design committee* (Andrea/David):
  + *Special Presentation from Lauren Davis of Reynolds Ash*: An architect and planner, Lauren presented a slide show of the committee’s results so far. The original 2021 design is retained with minor changes. The children’s area, teen area, community room, etc. were part of this detailed overview. The parking was explained as were the changes to the building’s exterior. Sherry pointed out that sight lines from the circulation desk to the bathroom entrances might be a problem. Lauren is looking into adjusting the plan. Lauren also illustrated several mural/art projects as donor opportunities on the exterior.
  + *Formation of the Design Development Committee*. Sherry and Ronnie volunteered to serve on the committee.
* *Director Search/Transition Committee* (Andrea/Katie): The Director Search Committee is transitioning to a Director Onboarding Committee. CLIC has an onboarding package that we can modify. The committee had a staff meeting to announce Barb’s selection. One employee had some pushback. The board might consider the benefits of a regular/part-time maintenance/janitor person at some point to address issues as they occur.
  + *Board input*: We want to give Barb a directive with her top priorities. Barb will be asked for a bio and picture to include in the Pagosa SUN. We may consider giving the weekly library column a facelift.
  + *Schedule*: Barb starts September 3. She has offered to work for a week in August and is in town August 20 and 21.
  + *Conclusion of contract*: Possible Action: Meg is still a part-time employee. The board wants the safety deposit box keys and any other access finished. The board approved a motion to conclude Meg’s part-time contract services (David, Katie).
    - *Letter for account changes moving forward*: Andrea is using a CLIC template as the basis for the letter.

Assistant Director’s Report (Josie):

* *Trustee Notes*
  + As many of you know, Rebecca resigned due to a family tragedy. We have a card out at the library if you all would like to sign it. If you want to contribute but are unable to come in, in person please email Josie with your note and she will add it to the card.
* *Building & Technology*
  + *Broken Window*: On Friday, June 21, one of the windows in the back garden was struck by a rock flying out of the weed-whacker. The window shattered but remained in its frame. An insurance claim was made (see claim information in the board packet). The claim was denied as we have not yet met our deductible. The repair is scheduled for July 29.
* *Staff & Volunteers*
  + *Subs*: Update on Subs: Our longtime volunteer/sub, Josh Pike, is leaving in August. He is headed to Graduate School. Another volunteer has expressed an interest in subbing in his place, and we will start training her in August. This keeps our sub number at three, which is very reasonable.
  + *Temporary Full-time Contract*: Josie recently offered a temporary full-time position to one of the part-time staff members. They have accepted and started on their new schedule. This change helps us ensure coverage until the new director can start.
* *Continuing Education & Meetings*
  + *ALSC National Convention: coming up in September*: This national convention is youth services and a great opportunity to participate in a national gathering of library professionals.
  + *Aging Grace:* Judy is hoping to attend a training for this in September. She can use the skills learned in the webinar to create programs that encourage gentle mobility stretches for seniors. This training is free.
* *Finance*
  + *Misprinted checks:* On July 10, Josie was alerted that the checks we were using had the wrong account number. While the bank will honor the checks that were issued with the wrong number, we needed to reprint the checks. This issue has been resolved, and we now have checks with the correct number.
  + *Charity Charge*: As discussed in our last meeting. Josie has applied for a Charity Charge Credit Card. We hope to hear about our application by the end of the month and get our cards in early August.
* *Programming & Outreach*
* *Library Wide*
  + *Summer Reading Party/Smokey Bear’s 80th Birthday*: We always end our Summer Reading Program with a party. This year we were able to partner with the National Forest Service and local Wildland Fire district for the event. The event features food, games, crafts, learning opportunities, and pictures with Smokey. If anyone would like to help, we would always love to have extra volunteers. The party is on August 9, from 2-4 pm.
* *Adult Services*
  + Judy is partnering with several organizations to bring some special programs in August including LPEA to talk about their Solar program and PSMC for a Hands-on CPR Class.
  + Our free legal clinic is returning. This program is valuable and popular.
* *Youth Services*
  + Josie and Sherry are wrapping up their Summer Reading programs. Sherry had a program on Thursday morning where she brought guest speakers in to share about various projects, and Josie had a program on Wednesday afternoons for teens. Both programs were well received by attendees.
* *Other*
  + *County Fair*: We have been working with the Fair Board to set up a Storywalk and a scavenger hunt at the County Fair.

New Business:

* *New board member-Possible action*: Due to a family tragedy, Rebecca felt she needed some time away. The board approved a motion accepting her vocal resignation (Katie, Ronnie).
* *ALSC convention*: The ALSC (Association for Library Service to Children's National Institute) convention is meeting in Denver. The board discussed that Sherry, the children’s librarian, is probably attending and is the spouse of a board member.

Unfinished Business:

* *Finding a new credit card that does not require a personal guarantor (Josie)*: Josie has applied for the card.
* *Policy changes:*
  + *Unpaid leave (Josie)*: Tabled.
* *Window*: Fix on July 29 as discussed in the Assistant Director’s report.

Looking Forward:

* *Barb starting-how are we welcoming her?*
  + *Orientation needs*: Katie and Andrea are getting together to create a schedule.
* *Construction Development stage (volunteers?)*:This committee starts when the Design Development Committee finishes.
* *Board member section of newsletter*: Adding a board member section would raise the board’s profile in the community.

Good of the Order. The library has a printed copy of the SDA (Special District Association of Colorado) handbook for board members. A PDF is also available, which Andrea is asking Josie to send to the board.

Adjournment: A motion adjourned the meeting at 5:30 p.m. (Sherry, Ronnie).

Respectfully submitted,

Ronnie VanAtta, USJLD Secretary