**Upper San Juan Library District**

**Board of Trustees Meeting Minutes**

**January 17, 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: 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, Andrea Cox, David Hamilton, Marcie Taylor, Ronnie VanAtta, Foundation Director Cindi Galabota, and Library Director Meg Wempe.

Absent: Katie Cloudman and Sherry Spears

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

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

Public Comment/Correspondence: None.

Minutes: The board approved the minutes from the December 13, 2023, board meeting with one change (David, Andrea). The board approved the minutes from the December 22, 2023, special board meeting (Ronnie, Andrea).

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

* The second crafting night at the library went well with 25 tickets sold. An attendee wanted to sponsor a third event of making bracelets. The third event is scheduled for early March.
* The Friends are hosting a Cabin Fever book sale at the library Saturday, February 10, 2024, from 9 to 3 pm. Prospective Friends members can now join on the website. The Friends pizza get together has been rescheduled for February 28 starting at 4:30 pm.
* The new campaign steering committee is starting to plan.
* The Non-Profit Infrastructure (NFI) group did not grant our funding request.
* The Charity Jane Memorial Fund provided an unexpected $23k check today.
* The Foundation is having its annual meeting on March 6 at 4:00 via Zoom. Cindi can provide the link. On the agenda are a review of the year, the election of officers, and other business.
* Total fundraising as of today (with pledges) is approximately $2,150,000.

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

* David is impressed with the final 2023 report. With some items over and others under, the budget is $156K in the black.
* Meg added that the official “close” of the budget is February 1. A few minor changes are possible such as books from Ingram’s.

Committee Reports:

* Andrea reported that the RFP (Request for Proposals) committee has not met since the last meeting. The committee is setting up a Zoom call with a family member of a trustee, Brandon, who is an architect. The meeting will consider the pros and cons of writing an RFP for a CMGR or an architect.

Director’s Report (Meg):

* Completed
	+ *Mill levy certification*: The mill levy certification and 2024 budget with resolutions were submitted to the county by the due date.
	+ *2023 infographic*: Meg completed the 2023 infographic with some of the 2023 numbers and has made it available to patrons.
* Ongoing/In Progress
	+ *ESL teacher*: Our English as a Second Language (ESL) teacher, Dennise, has given me her letter of resignation. Her last day will be at the end of March. Meg has updated the job posting and has started to get the job posted online and in the local newspaper. Ideally, Meg wants someone on board before Dennise is gone for help with onboarding.
	+ *Exemption from audit*: Meg has confirmed that Mike Branch will do our exemption from audit this year. She and Lisa (bookkeeper) are gathering the necessary files and getting them to him at the beginning of February.
	+ *Department of Local Affairs*: The full report to DOLA with 2023 information and 2024 budget information is due by the end of January. Meg has already begun working on it.
* Coming Up
	+ *Alarm monitoring inspection*: Meg will be scheduling the alarm monitoring inspection that generally happens at the end of January or beginning of February.
	+ *Surveys*: With the new year, Meg will be invited to participate in several surveys. The Public Library Annual Report (PLAR) is mandatory, and she will begin on it once the survey opens. It is usually due around mid-March, but 2024 information has not been released yet.

New Business:

* *Officer election for board*: After some discussion, the board approved a motion for the following slate of officers (Rebecca, David). President Andrea Cox, Vice President Sherry Spears, Secretary Ronnie VanAtta, and Treasurer David Hamilton.
* *Conflict of interest form 2024*: Meg can print and supply any trustee with a hardcopy of the form if needed. Trustees need to complete the form by the February meeting.
* *Budget officer declared*: The board must declare a budget officer annually. The board approved a motion for Meg to continue as budget officer (David, Ronnie).
* *2024 board meetings*: The board discussed the schedule of board meetings that Meg provided. The board decided to move the June meeting from Juneteenth to June 26, 2024.
* *Location for where board meetings are posted*: The meeting notices are posted on the library website at least 24 hours before the meeting. Rebecca suggested that a bulletin board is included in the construction plans where future notices could be posted.
* *Proposed changes to Code of Conduct*: Jennifer was translating the code to Spanish. This translation caused an examination of the wording and resulted in some proposed changes. Meg went over the changes with the board. Meg is preparing an edited version to send to the board for a February vote.
* *Library update*: Meg is sending the updated brochure to the board.

Unfinished Business: None

Good of the Order: Rebecca arrived late at the second crafting event and found the doors locked. She was able to enter after knocking on the door. She suggested adding a doorbell near the door.

Adjournment: A motion adjourned the meeting at 5:00 p.m. (Rebecca, Marcie).

Respectfully submitted,

Ronnie VanAtta, USJLD Secretary