**Upper San Juan Library District**

**Board of Trustees Meeting Minutes**

**April 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 4:01 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 (Adam, Ronnie).

Next Meeting: May 17, 2023, at 4:00 p.m., via Zoom.

Public Comment/Correspondence: Meg reported that a patron had left positive feedback on Square about the patient and friendly staff.

Minutes: The board approved the minutes from the March 15, 2023, board meeting (Adam, Katie).

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

* *Library affair*: Event was highly successful raising $160-170k compared to $120k last year. Cindi would appreciate any suggestions or comments about this year’s event.
* *Upcoming*: Crime writer Ron Franscell comes on May 13 for three events including a writing workshop ($20), a free meet and greet, and a fireside chat ($40). Also, storyteller Kathy Santopietro returns June 17 with a small, free children’s event and another evening event at the Tennyson. Center.
* *Construction committee*: Applying for a grant to help pay for architectural fees. Looking for an owner’s representative to help Meg and Cindi with the process.

Financial Report (David): Several items were discussed.

* We have spent 70% of our snow removal budget already.
* Electricity bills are running high. So far, we have spent 33% when we should have spent 25%. Rates are up. Geothermal heat was off for several weeks, Geothermal rates are also up with spending at 104% as of now.
* Our investments have made $22K so far this year.

Committee Reports:

* *Personnel Policy Manual committee* (Meg): The committee next meets May 1 and has gotten through most of the manual. The members received answers from the Employer’s Council. The discussion of splitting the PTO bank into two banks continues with some items tabled.
* No other committees.

Director’s Report (Meg):

* Completed
	+ *Authorized signers*: The updated authorized signer sheet is complete at the Bank of the San Juans for our savings account. Josie Snow, assistant director, and Meg Wempe are the authorized signers for that account.
	+ *PLAR*: The yearly Public Library Annual Report (PLAR) was successfully completed and submitted before the later due date.
* Ongoing/In Progress
	+ *National Volunteer Week:* Meg thanks all of our trustees for their time and dedication to the library during this week of National Volunteer Week, running from April 16-22. Thank you!
	+ *Audit with CPAs:* On Wednesday, April 26, CPAs from Hinton-Burdick are doing fieldwork at the library. Meg has been uploading the requested documents.
	+ *AED Machine*: A renewed attempt is underway to get new pads for our AED. There is a chance that we will not have to get a whole new device, as originally thought. Meg has been in contact with someone from EMS and has a meeting tomorrow.
	+ *Records retention*: Meg met with Chuck from RMMI about digitizing library records. To get a quote requires meeting and sorting all records to digitize in one place.
* Coming Up
	+ *Staff meeting*: Staff voted on which Monday to hold the staff meeting. As you recall, the board approved at last month’s meeting for the library to close at 5 pm once a month. Staff voted to close the library on the 4th Monday, so our next staff meeting is Monday, April 24. We will close the library at 5 pm, and staff receives pay for their time at this meeting.
	+ *CLiC and Connect*: The staff at Colorado Library Consortium (CLiC) are doing regional one-day workshops at various locations. One is on Tuesday, May 2 in Durango. Meg has asked staff to let her know if they are interested so that they register by the April 25 deadline. Judy has expressed an interest in attending.
	+ *National Library Week*: This year, National Library Week falls on April 23-29. Cindi and Meg are attending separate town and county meetings. Both entities are making a proclamation declaring National Library Week locally and encouraging folks to come to the library.

New Business:

* During National Volunteer Week, Meg expressed her thanks to everyone for serving and volunteering their time.

Unfinished Business:

* None

Good of the Order: Adam is emailing the Library Foundation’s staff and board of directors’ roster. David spent some time with Meg about downloadable books. David became a member of the Denver Public Library and can access their downloadable books.

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

Respectfully submitted,

Ronnie VanAtta, USJLD Secretary