**Upper San Juan Library District**

**Board of Trustees Meeting Minutes**

**January 18, 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 Vice 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, Sherry Spears, Ronnie VanAtta, Prospective Trustee David Hamilton, Foundation Director Cindi Galabota, and Library Director Meg Wempe

Trustees Absent: None

Approve Agenda: After moving the prospective trustee discussion to follow the public comment and correspondence discussion, the board approved the amended agenda (Adam, Katie).

Next Meeting: February 15, 2023, at 4:00 p.m., via Zoom.

Public Comment/Correspondence (Meg): Meg reported the following public comments:

* NP -- You guys work awfully hard for the town, and it is appreciated.
* CP -- Good morning!  Everyone loves the newsletters, thank you. This one is very informative, and my 8th grade g-daughter (class president) uses them in her school plans. The library there is catching up on kid activities. Very similar town, much growth in a short time, rural, snow, large lo income and retiree population. You are appreciated!
* MP –I would like to voice my concern of having the book Gender Queer in our local library. Our children must be exposed to so much beyond our control. This book does not have to be included here in Pagosa. We can control this. I would urge our community to be active in protecting our kids from this type of writing.

(Follow up email) Thank you for your response and time to do so. I understand the policies, of course. I did want my concerns to be voiced.

* Unknown – (through a text to staff) – I’m hearing protest hoopla about Gender Queer, and an effort bombard Meg tomorrow with calls, etc. As a Christian, and as a friend to you and the library, stand firm.

Prospective Trustee David Hamilton: Meg and David met previously for discussions at the library. Several trustees asked various questions of David. A motion to invite David to join the board passed unanimously (Rebecca, Adam).

Minutes: The board approved the minutes from the December 7, 2022, board (Adam, Sherry).

Ongoing Business: Executive Director/Foundation Update (Cindi):

* The library received several significant donations totaling over $50k. An end-of-year appeal raised another $6-7k.
* *Book sales:* The merged Friends and Foundation has scheduled a Cabin Fever pop-up book sale at the library on February 11. The Methodist church is the site of the large annual book sale this year.
* *Library affair*: The event is returning April 15, 2023, to the Ross Aragon Community Center. The foundation is hoping to have 20 tables this time. Trustees are encouraged to participate in the event. A meeting of table decorators is set for January 31.
* *Meet the Author*: Crime writer Ron Franscell has agreed to participate in a fireside chat at a venue to be determined and a free event at the library in May.

Financial Report (Katie): Financials look good. Final 2022 numbers will be available in February after some final invoices arrive in January. No significant changes are expected. Bottom line is the library is in the black with over $100k. Several line items underspent for a variety of reasons. P&L looks good as well. Meg asked that any member wanting to see a financial report change or added to let her know. Rebecca requested that one report drop the sixth year so that the report prints on a single page.

Committee Reports: Personnel Policy Manual committee meets January 20 to decide the path forward to update the manual. Members include Katie, Rebecca, Adam, and Meg.

Director’s Report (Meg):

* Completed
* Ongoing/In Progress
	+ *2022 numbers:* Because some invoices from the previous year usually come in the month of January, we will have year-end numbers for 2022 at the February board meeting. Similar to previous years, we will “close” the 2022 budget and have a fuller picture after February 1.
	+ *Reports:* Due by January 31, Meg has already begun working on the 2022 report for DOLA, the Department of Local Affairs. This 25–28-page report includes this year’s budget, as well as a narrative about the library. The report also includes the increase/decrease of different line items in the budget.
* Coming Up
	+ *Early literacy librarian/children’s librarian:* Jen Doane starts on Tuesday, January 31. As is usually done, different staff helps to train her on different topics, which allows our newest staff to begin getting to know our staff.
	+ *Reports:* The beginning of one year means that a few big reports have to be completed and submitted. Meg should soon receive the link for the PLAR, which is the Public Library Annual Report, which is due in March.
	+ *Infographics:* Meg will also use the 2022 numbers to create the infographic for the year, which she usually makes available to the public and sends to the trustees, as well. The infographic is like a snapshot of some of the different numbers of programs, participants, items added, etc.

New Business:

* *Officer Elections*: After some discussion and voting, the board approved the motion to accept the following slate of candidates (Rebecca, Katie):
	+ *President*: Rebecca Battles
	+ *Vice President*: Sherry Spears
	+ *Treasurer*: David Hamilton
	+ *Secretary*: Ronnie VanAtta
* *Conflict of Interest forms*: The Library Foundation trustees sign conflict of interest forms yearly. Meg asked the trustees to sign conflict of interest forms and return them to her by February 5.
* *Budget Officer Declared*: The board approved the motion to name Meg as budget officer (Sherry, David).
* *Board Meetings 2023 schedule*: The board meetings continue to occur at 4:00 p.m. on the third Wednesday of each month except for the second Wednesday in December meeting.
* *Board Meetings posting locations:* The board meetings will be posted on the front door of the library, on the library website and Facebook page, and in the Pagosa SUN.

Unfinished Business:

* *Employee feedback*: Several employees expressed their appreciation for the 2022 cost-of-living raises and the bonuses.

Good of the Order (Meg): Rebecca stated that she enjoyed working with the board.

Adjournment: The meeting was adjourned at 5:32 p.m. (Rebecca, Katie).

Respectfully submitted,

Ronnie VanAtta, USJLD Secretary