**Upper San Juan Library District**

**Board of Trustees Meeting Minutes**

**April 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 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, Marcie Taylor, Ronnie VanAtta, Assistant Library Director Josie Snow, and Library Director Meg Wempe.

Absent: Rebecca Battles, Sherry Spears, and Foundation Director Cindi Galabota

Guests: Kathleen McFadden, Community Development Corporation's Administrative Manager/Main Street Coordinator, and James Dickhoff, Community Development Director, for the Town of Pagosa Springs (TOPS) discussion.

Approve Agenda: The board approved an amended agenda (Katie, David) moving the TOPS proposal to the top of the agenda.

New Business:

* *TOPS proposal for additional parking during Hwy 160 construction*: Guests, Kathleen McFadden and James Dickhoff, spoke to the board about the need for parking during the ongoing reconstruction of Hwy 160 through the town. They explained that the town is losing ninety spaces next to the courthouse due to the owner’s request for $200k per summer. They requested use of the graveled, unpaved area in the northwest corner of the library grounds for public parking. They agreed to provide signage for the library parking and the public parking. After some discussion, the board approved a motion to grant their parking request (David, Katie).

Next Meeting: May 15, 2024, by Zoom, https://us02web.zoom.us/j/83398449146

Public Comment/Correspondence: In the board packet, Meg included a 5-star Google review from a patron with a toddler. The review mentions the helpful staff, the variety of activities, and the family story time on Wednesdays.

Minutes: The board approved the minutes from the March 20, 2024, board meeting (Katie, Marcie) with correction of Jann Pitcher’s name.

Ongoing Business: Development Officer/Foundation Update (Meg): Cindi had emailed Meg the following items:

* Meg and I connected with the BOCC and the Town Council to proclaim last week as National Library Week.
* I am super excited to announce that the Library Foundation has been selected as one of the four nonprofits for the 19th Hole Concert Series! We will be represented on Thursday, June 6 and Jason Roses and Denise Chaney (Jackson Mountain Ramblers) will be playing. Tickets are only $10 per concert and there are four concerts during the month of June. All proceeds from all four concerts will be added up and divided evenly - so come to all four!
* I have a grant out to Boettcher Foundation for approximately $35,000.
* I have a grant out to Gates Family Foundation for approximately $100,000.
* I am finishing a grant to El Pomar for $100,000.
* In May I will complete a grant to the Daniels Fund.
* I did not receive a grant from Next 50 - a foundation that supports older adults.
* The steering committee had a bit of slowdown this past month with Jann's injury. We are meeting again next week to get back on track. I am working on the following:
* Creating a rack card with updated campaign information for donors and to give to the public.
* Continuing donor recruitment
* Putting together a donor packet for a part-time local foundation called the Adams Family Foundation.
* Connecting with Bank of the San Juans to seek a gift (three other banks have given a total of $57,500.
* Our next Friends of the Library committee meeting is next Thursday, April 25th at 4pm.
* Trustees, as I have asked in the past, I am asking all trustees to make a gift to the Library Foundation for our building campaign. If you have already given this year, thank you. It is vital that all trustees and Foundation board members make a gift according to personal means. Firstly, before we ask our broad community to give, we must first make sure those closest to us give. Secondly, grant funders (such as those listed above) ask and expect that 100% of board members give. Please help us meet that 100% goal!

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

* David shared that the first quarter numbers look good. We have approximately 44% of the property taxes. Meg is transferring $250K from our local bank to COLO Trust.

Committee Reports:

* *RFP committee*: The RFP (Request for Proposals) committee met Friday, April 12, to review the five proposals received. The committee determined criteria for grading and evaluating the proposals on a scale of 0 to 105 points. Cindi prepared an Excel spreadsheet to record the scores, which are due at noon, Thursday. The committee meets Friday, April 19, to evaluate the findings and select. The committee will present its selection to the board for approval at a special meeting next week.
* *Director search committee*: Committee members Andrea. Cindi, Katie, Meg, and Sherry continue to meet for a second round of interviews. The deadline for entries is now “until filled.” was March 6, and they received quite a few entries. They are conducting both first and second rounds with the new applicants.

Director’s Report (Meg):

* Completed
  + *Exemption from audit*: Meg submitted the motion and exemption from audit to the Office of State Auditor before the March 31 deadline. The library received a notification of acceptance later.
  + *Fire extinguishers*: The annual fire extinguisher check was completed for the five in-house library extinguishers.
  + *Digitizing items*: By the time of this meeting, Chuck from RMMI should have been to the library to retrieve the items that the company will work to digitize. Meg hopes to be able to say more at the board meeting. At the meeting, Meg reported that Chuck has taken twenty boxes to digitize, a significant amount. However, the storage unit is not empty.
* Ongoing/In Progress
  + *Director search committee*: After the last meeting, the candidate that the board signed off on at the March meeting declined the offer, stating that it was not a suitable time for her to move. A new director search committee was formed, and the posting was reopened. The committee decided it could be worth the $250 to post the position with the American Library Association (ALA) as well. The committee began the first interviews for this second round. The committee agreed with Meg that the posting should be updated to say “upon until filled” as it was going to close again on Wednesday, April 17. The committee report during the meeting may go into further detail.
  + *RFP for architectural engineering services*: Five bids were received, and the RFP committee met to discuss criteria to use and weight distribution of said criteria. Individually, committee members are scoring each bid and sending those numbers to Meg. Meg will compile them before another meeting to discuss. The selection date on the RFP is April 26, so the board will need to hold a special meeting to determine how they feel about the committee’s recommendation. That meeting will happen the week of April 22-25, and Meg will be sending out a Doodle poll.
* Coming Up
  + *Maintenance work:* Mark has asked ordering supplies to paint the lines in the parking lot. Meg has contacted the person who gave a quote to determine whether it makes better sense to use him. Partly, it depends on the availability to do it on Sunday, when there is less traffic in the parking lot because the library is closed.

New Business:

* *TOPS proposal for additional parking during Hwy 160 construction*: Moved to top of agenda.
* *Correcting Mark’s PTO rate going back*: PTO is connected to the number of hours worked by part-time and full-time employees. In the summer of 2022, Mark changed the number of hours that he works from 2½ to 5 hours a week. The PTO was not adjusted. The additional .87 hours of PTO per month amounts to approximately 18¼ hours, equivalent to approximately $500. The board approved a motion to correct Mark’s PTO retrospectively back to July 2022 (David, Ronnie)

Unfinished Business:

* *Director to regular part-time or contract employee*: Meg is moving to part-time work. She will be paid hourly, will accrue PTO, but no 401k or health insurance. Meg expects to work up to 10 hours per week. Josie is doing the scheduling as of now. After some discussion, the board approved a motion to pay Meg a $42 hourly rate as a regular part-time employee (Katie, Ronnie).
* *Meeting room policies*: Meg provided the board with a draft of meeting room policy changes before the March board meeting. After its review, the board approved the draft meeting policy changes (David, Katie).

Good of the Order: Josie reminded trustees of their invitation to the volunteer tea this Friday.

Adjournment: A motion adjourned the meeting at 5:29 p.m. (Ronnie, Marcie).

Respectfully submitted,

Ronnie VanAtta, USJLD Secretary