**.UPPER SAN JUAN LIBRARY DISTRICT**

**Board of Trustees Meeting Minutes**

**June 18, 2025**

This meeting took place as an audio/video online meeting using Zoom , as well as an in-person meeting at the library. The front door of the library and the library website posted the public meeting announcement with instructions on how to attend**.**

**Roll Call and Determination of a Quorum:** Board President Andrea Cox noted that everyone was positively identified and able to communicate. Board members present: Sherry Spears, Katie Cloudman, Gayle Dixon, David Hamilton, Al Northrup, Marcie Taylor,.

Also present: Library Director Barb Brattin and Foundation Director Katie Dobbins.

The meeting was called to order at 4:01pm.

**The agenda was approved** (Katie and Sherry)

**Public comment:** None

**Approval of the minutes from May 14, 2025, the regular board meeting, and June 2, 2025, a special board meeting.** Gayle Dixon asked that the full name of the construction company receiving the bid, FCI Constructors, Inc., be included in the minutes. The minutes were approved as corrected. (Sherry and Gayle).

**Foundation report: Katie Dobbins**

The Foundation has received a $10,000 grant from Vanguard. The One Hundred Extraordinary Women program is up and running. The Foundation has been visiting local banks and asking them to pledge $100,000 each to the program. Katie reported that the foundation is applying for the T Mobile “Hometown Grant” which is also $100,000.

**Financial Report: David Hamilton**

David described the library’s financial position as “strong”. He also inquired about the increase in Public Relations expenses. Director Barb explained it was primarily due to an increase in the number of library volunteers and the requirement that each volunteer receive a background check. To date, the library has received 75% of the local tax money due for this year.

**Building Report: Barb Brattin**

FCI Constructors Inc of Durango has received the bid for the library update. Construction will begin August 4, 2025. To prepare the building for continued library service during construction, FCI has requested that the library close to the public for one week, August 4-9, to allow the company to construct a temporary dividing wall, create a new pathway for the public entrance and block off the current parking area.

A groundbreaking ceremony will be held in the existing library garden on Friday, August 1st at 10:00am. The Pagosa Springs Town Council has waved all permit fees for the library project.

**Director’s report: Barb Brattin**

Barb is currently looking for meeting rooms to use while the library construction is underway. The new Transit Center has a large conference room which is a possibility.

Barb is researching the purchase of a bookmobile for the library. We do have the money

in reserve for such a purchase. The priority is that the vehicle be affordable yet effective.

**New business**

The FCI Constructors, Inc. contract has been evaluated by board member Al Northrop, an attorney, and was found to be appropriate. The FCI bid came in at $5,054,431. The library cannot currently afford the back garden portion of the project. As a result, that area is not in the current contract. However, it could be added at a later date. To save money, the insulation was downgraded. The equipment needed for the solar will be installed but the panels will be added as the funds are available. There is a one-year warranty on the construction.

Director Barb asked if there were any further questions. There were none.

**MOTION:** Al Northrup moved that we execute the contract with FCI Constructors, Inc. for general contracting services. Second: Katie. The motion passed unanimously.

During the library closure (August 4-9) for construction staging, the staff will have the option to work for pay, as usual, take unpaid vacation or PTO. During the closure, WiFi will still be available to the public from the parking lot.

**MOTION:** To close the library to the public August 4-9, for construction staging. (Al and Sherry). Motion passed.

**Law Enforcement in regard to the library**: ICE (the government agency) has been in the Pagosa Springs area. There have been some questions by the library staff on how to handle the situation should ICE have questions regarding library use by certain patrons. Director Barb has written a policy draft on how to handle this situation. Trustee Dixon suggested we add the instructions to document a list of anything law enforcement confiscates during a search. An amended policy draft will return to the Board at the July meeting.

**Unfinished Business:** none

**Looking** **forward:** The July meeting will be held on July 16, 2025 at 4:00PM.

**Motion:** To close the meeting at 4:51 PM. (Katie & Al)

Respectfully submitted,

Marcie Taylor

Recording Secretary