



811 San Juan St
Pagosa Springs, CO 81147

Barbara Brattin, Library Director

LIBRARY BOARD
Andrea Cox, President
Sherry Spears, Vice President
David Hamilton, Treasurer
Ronnie Van Atta, Secretary
Katie Cloudman
Marcie Taylor
Al Northup

Regular Meeting of the Library Board of Trustees

January 15, 2025

4pm

Hybrid in person and online

<https://us02web.zoom.us/j/83398449146>

AGENDA

- I. ROLL CALL AND DETERMINATION OF QUORUM
- II. AGENDA APPROVAL
- III. PUBLIC COMMENTS
- IV. CONSENT AGENDA
 - a. Approval of the December 11, 2024 meeting minutes
- V. REPORTS
 - a. Foundation/ Development Report (Foundation Director)
 - b. December 31, 2024 Preliminary Financial Report (David)
 - c. Building Report (Barb)
 - d. Director's Report
- VI. NEW BUSINESS
 - a. Motion to dissolve the Board Building Design Committee
 - b. 2025 Library Board Meeting Schedule and Posting Notice
 - c. Election of 2025 Board Officers
 - d. Conflict of Interest Form 2025
 - e. Assignment of Library Director as Budget Officer
- VII. UNFINISHED BUSINESS
- VIII. LOOKING FORWARD
 - a. Board member nominations

GOOD OF THE ORDER:

NEXT MEETING: January 15 , 2025, by Zoom, <https://us02web.zoom.us/j/83398449146>

ADJOURNMENT

Library Vision: Mountains of opportunity to inspire ideas, enrich lives, and create community.

Library Mission: Your Library serves as a welcoming portal for open and equal access to information for residents and visitors of the community. Resources are provided through materials, classes, and events for achieving lifelong learning goals in culture, education, and leisure.

**Upper San Juan Library District
Board of Trustees Meeting Minutes
December 11, 2024**

This meeting took place as an audio/video online meeting using Zoom. The front door of the library, the library website and Facebook page, and the Pagosa SUN all 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. Andrea called the meeting of the USJLD Board to order at 4:00 p.m.

Agenda Approval: The board approved the agenda (Sherry, David).

Trustees Present: Andrea Cox, David Hamilton, Sherry Spears, Ronnie VanAtta, Foundation Director Cindi Galabota, Assistant Library Director Josie Snow, and Library Director Barb Brattin.

Absent: Katie Cloudman, Al Northrop, and Marcie Taylor

Public Comments: None.

Consent Agenda:

- *Approval of the November 20, 2024, meeting minutes*: The board approved the minutes (David, Ronnie).

Reports:

- *Foundation/Development Report* (Cindi): She reported the following items:
 - Cindi is leaving the Foundation on December 31.
 - Marty and Joni Rose hosted a library party at their home that raised \$52K so far.
 - Colorado Gives day numbers will be available in late December or early January.
 - Cindi is sending out a year-end appeal for gifts to the Foundation.
 - The Friends are holding a late-night crafting fundraising event sponsored by Riff Raff on December 14 for thirty attendees. Sixteen of the thirty tickets have sold as of this meeting.
 - Cindi suggested that two trustees join the Library Foundation's ad hoc committee to help make her departure smooth and successful.
 - An anonymous stock donation should total around \$20K.
- *November 30, 2024, Financial Report* (Barb, David): Teen spending is up; snow removal is not needed yet. The funds for the expansion are not where we want it to be. We are nearing the point where we can submit plans for bids, but we have about half of the funds. David is going to speak with Mike Branch about options.
- *Building Design Development Committee* (Barb): At the final review meeting, the Town Public Works Committee approved the library's plans. The architect has provided a sample matrix to evaluate the bids. The committee has reviewed fabrics, flooring, and so on. The committee has finished its work and is dissolving next month.

- **Director's Report:**

Cindi Galabota has been hired as the new executive director of CSU Extension here in Pagosa and will be leaving her Foundation position at the end of the month. We are so grateful to Cindi for all the work she has done developing the Foundation and giving us a huge start toward our fundraising goals. CSU is so lucky to have her, and we are excited for the possible partnerships we can develop with Extension with her in the ED chair. Congratulations, Cindi! We will miss you so much! Please join us December 31st at the library from 10:30 to noon as we celebrate Cindi with our community.

We were delighted to welcome Mark Barnes to our staff as our new part time Maintenance specialist. Mark has many years of experience working with resort properties, and he has impressed us already with his skills in fixing all sorts of things that have long been out of order. You might notice the entryway looks more orderly and cleaner, wall paint is touched up, our beautiful stained-glass ceiling is well lit, and our display case is now lit. There are some things like exterior lighting that have been rigged up over the years that remain a mystery and will be rectified when the building is remodeled. In the meantime, we are working to repair what we have.

We will soon advertise a part-time library assistant.

The town staff is reviewing the final site and design plans Tuesday evening, and I hope to report on Wednesday that we are ready to begin bid documents.

Josie and I finished a grant application to the American Library Association this week that would provide \$10,000-\$20,000 for collections or building modifications that support people with disabilities. Our application centers around children with sensory issues and children with learning disabilities and would purchase large print books and audiobooks as well as soft furnishings. If awarded \$20,000, we will create a sensory corner for any children struggling with self-regulation to reset. Sherry's grant from the Ballantine Family Foundation will expand our elementary tutoring efforts and purchase tablets with literacy support apps for children to practice their skills.

I am delighted to report that I have been elected to the Board of the Colorado Association of Libraries as the Western Slope representative. Western Slope libraries are often underrepresented in the association since they are so far from Denver, and many are so small. My resort library experience will come in handy as I advocate for those of us on this side of the divide.

I was able to purchase a new public copier with many more functions and conveniences for less than the 2025 budget allows, which will free up funds to replace our staff printers, as well. The monthly service cost is also less than we currently pay. We will deploy the improved printer before the end of the month and move the old Xerox copier to the back room for staff use.

New Business:

- *2025 holidays closed:* The board received the schedule in the board packet. The board approved the schedule (Sherry, David).
- *Approval of the 2025 budget:* Minor changes included the final valuation from the county and a change in the unemployment tax. The board approved the final 2025 budget (Ronnie, Sherry).
- *Appropriation of funds for 2025 expenditures:* The board approved the appropriation of funds with Andrea and another trustee signing the form (David, Ronnie).
- *Certification of 2025 mill levy (CRS 39-5-128(1)):* The board approved a motion to approve the certification of the mill levy (Sherry, Ronnie).
- *Staff bonuses:* After some discussion, the board approve the following staff bonuses:
 - \$1,000 for each of the ten regular employees
 - \$500 for each of the two regular substitutes
 - \$250 for each of the other three substitutes

Unfinished Business: None

Looking Forward:

Board member nominations: Ronnie had planned to leave the board December 31. Ronnie has agreed to stay until the election of a new board member.

Good of the Order: Merry Christmas to everyone. Thanks for the generous bonuses for the staff. They deserve it.

Next Meeting: January 15, 2025, by Zoom, <https://us02web.zoom.us/j/83398449146>, or in person at the library.

Adjournment: A motion adjourned the meeting at 5:07 p.m. (Ronnie, Sherry).

Respectfully submitted,
Ronnie VanAtta, USJLD Secretary

Ruby M. Sisson Memorial Library

Balance Sheet

As of December 31, 2024

	<u>Dec 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank of the San Juans 1460	48,862.07
Investment Acct Bank of SJ 4026	11,496.47
Expansion Checking-3365	1.00
Colorado Trust	1,117,425.18
Total Checking/Savings	<u>1,177,784.72</u>
Other Current Assets	
Property Taxes Receivable	600,525.10
Total Other Current Assets	<u>600,525.10</u>
Total Current Assets	<u>1,778,309.82</u>
Fixed Assets	
Books (Inventory)	457,159.08
Buldings	1,498,755.00
Building Improvements	168,372.40
Furniture & Equipment	379,176.00
Land	362,254.00
Land Improvements	470,940.00
Accumulated Depreciation	-1,553,291.62
Total Fixed Assets	<u>1,783,364.86</u>
TOTAL ASSETS	<u><u>3,561,674.68</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	3,150.59
Total Accounts Payable	<u>3,150.59</u>
Credit Cards	
Commerce Bank 1756	2,941.08
Total Credit Cards	<u>2,941.08</u>
Other Current Liabilities	
Deferred Revenue	600,525.10
Payroll Current Liabilities	
Accrued Vacation/PTO	21,939.16
FICA Withholding Payable	-0.07
State Withheld & SUTA Payable	215.38
Total Payroll Current Liabilities	<u>22,154.47</u>
Total Other Current Liabilities	<u>622,679.57</u>
Total Current Liabilities	<u>628,771.24</u>
Total Liabilities	628,771.24
Equity	
Offset for Long Term Liab	-21,939.16
INVESTMENTS IN FIXED ASSETS	1,783,364.86
LIMITED FOR EMERGENCIES (Tabor)	4,633.65
COMMITTED FOR IMP & OUTREACH	162,000.00

2:01 PM

01/06/25

Accrual Basis

Ruby M. Sisson Memorial Library

Balance Sheet

As of December 31, 2024

	<u>Dec 31, 24</u>
Opening Bal Equity	1.00
Unrestricted Net Assets	677,824.13
Net Income	<u>327,018.96</u>
Total Equity	<u>2,932,903.44</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,561,674.68</u></u>

January 2025 Director's Report

David Hamilton and I visited Mike Branch to discuss the library's financials and seek advice about a possible contribution to the library building campaign from capital reserves. Mr. Branch stated best practice is to maintain 4 months of operating expenses in reserve to cover any delayed payments from the county at the beginning of the fiscal year. That aligns with the library board's current fiscal policy. He would suggest a maximum contribution of about 65 per cent of our reserve fund to the campaign to maintain that 4 month cushion.

Josie Snow has made a decision to move to the Grand Junction area to help with her nephew's care. Her last day at the library will be January 24th. Josie will help with Summer Reading prep work remotely on a contract basis while we search for a new Assistant Director. Josie will be greatly missed not only for her expertise but for her kind and caring leadership. We remain grateful to Josie for all she did to ease the transition to a new director and hope that the future brings her back to Pagosa. Thank you, Josie, and best wishes on your journey!

We continue to shift collections, weed worn out materials, improve signage and clean, clean clean in an effort to make the most of our current building. We are hearing many positive comments from the public. Mobile printing is working well and our new copier has arrived, though we are still waiting for the coin/ bill acceptor to complete the system.

Thanks to Ronnie and Katie for serving on the committee to select the new Foundation Director. We are making headway as we post the job description in area newspapers and on the Colorado Library Jobline site. In the meantime, several Foundation board members are keeping things going.

2025 meetings for the Board of Trustees for Upper San Juan Library District (dba Ruby M. Sisson Memorial Library)

Unless otherwise noted, these hybrid meetings (online and in person) are held on the 3rd Wednesday of the month at 4 pm. The Zoom link is <https://us02web.zoom.us/j/83398449146> with meeting ID: 833 9844 9146. If calling in, dial +1 346 248 7799 with meeting ID: 833 9844 9146. The in-person location is 811 San Juan St. Pagosa Springs, Colorado.

All meetings are open to the public.

Notice of Library Board Meetings will be posted on the front door of the library building and on the library's website at pagosalibrary.org.

SCHEDULE OF MEETINGS

January 15, 2025

February 19, 2025

March 19, 2025

April 16, 2025

May 21, 2025

June 18, 2025

July 16, 2025

August 20, 2025

September 17, 2025

October 15, 2025

November 19, 2025 (Budget hearing)

December 10, 2025 (*Please note that this meeting will fall on the 2nd Wednesday of the month, instead of the usual 3rd Wednesday to align with county budget submission deadlines. It is held in the large meeting room at the Library.)

Upper San Juan Library District

Mission: Your Library serves as a welcoming portal for open and equal access to information for residents and visitors of the community. Resources are provided through materials, classes and events for achieving lifelong learning goals in culture, education and leisure.

Conflict of Interest Policy

A conflict of interest is defined as an actual or perceived interest by a staff or board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. The officers and members are obligated to always act in the best interest of the organization and seek only the furtherance of the organization mission. At all times, officers and board members are prohibited from using their job title or the organization’s name or property, for private profit or benefit.

- A. The officers and members of the organization should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide organization fundraising activities by members of the Board of Directors.
- B. No officer, or member of the organization shall participate in the selection, award or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:
 - 1. The officer or member;
 - 2. Any member of their immediate family;
 - 3. Their partner;
 - 4. An organization in which any of the above is an officer, director, or employee;
 - 5. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.
- C. **Disclosure** – Any possible conflict of interest shall be disclosed by the person or persons concerned.
- D. **Board Action** – When a conflict of interest is relevant to a matter requiring action by the Board, the interested person(s) shall call it to the attention of the Board and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote by the Board of Directors, excluding the person(s) concerning whose situation the doubt has arisen.
- E. **Record of Conflict** – The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.

Name of Board member

Title of Board member

Signature of Board member

Date