**Upper San Juan Library District**

**Board of Trustees Meeting Minutes**

**February 21, 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 4:00 p.m.

Trustees Present: Rebecca Battles, Katie Cloudman, Andrea Cox, David Hamilton, Sherry Spears, Marcie Taylor, Ronnie VanAtta, Foundation Director Cindi Galabota, and Library Director Meg Wempe.

Absent: None.

Approve Agenda: The board approved the agenda (Katie, Ronnie).

Next Meeting: March 20, 2024, by Zoom, https://us02web.zoom.us/j/83398449146

Public Comment/Correspondence: None.

Minutes: The board approved the minutes from the January 17, 2023, board meeting (Sherry, Katie).

Ongoing Business: Development Officer/Foundation Update (Cindi): Cindi provided the following items:

* The Friends of the Library pizza get together is February 28 starting at 4:30 pm with pizza, salad, and sodas.
* The recent Cabin Fever book sale generated around $750. A new bookmark containing all scheduled book sales is now available.
* The third crafting night at the library is March 9 at 4:30 pm at the library. Two planned activities include making a beaded bracelet and creating a painting/collage. The $50 ticket includes supplies, food, and drinks. The night is limited to 30 attendees.
* The new campaign steering committee is at work and has a one-year commitment.
* Cindi continues writing grants.
* David Hilborn, project manager of the Town of Pagosa Springs, wrote asking for a letter of support for the Lakes to Town Trail. The trail would pass by the library and be accessible from the garden. After some discussion, the consensus of the board was to proceed with writing the letter.

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

* David is impressed with the final P&L 2023 report as the budget is $156K in the black. The new budget addresses several previous overages.
* P&L actuals for this month include a quarterly charge for alarm monitoring.
* Employee Assistance program costs are 97% paid for the year as of now.

Committee Reports:

* *RFP committee*: The RFP (Request for Proposals) committee met with a family member of a trustee, Brandon, who is an architect. The meeting considered the pros and cons of writing an RFP for a CMGR or an architect. Brandon made many good points for writing for an architect. Meg has provided the committee with a draft RFP to discuss at their Friday, February 23 zoom meeting. They will discuss a timeline.
* *Director search committee*: Committee members include Andrea, Katie, Meg, and Sherry. The committee has met several times. Meg has written a job description, which is posted several places and intends to post additional one. They have received around ten resumes so far. The board may review the final candidate. Any trustee is welcome to join the committee.

Director’s Report (Meg):

* Completed
  + *Resignation letter*: Meg submitted her letter of resignation on January 24. Her last day is April 24, 2024. A director search committee has already formed and begun working on how to proceed.
  + *Mill levy certification*: The mill levy certification and 2024 budget with resolutions was submitted to the county by the due date.
  + *Department of Local Affairs*: The full report to DOLA with 2023 information and 2024 budget information was submitted before the January 31 deadline. Meg has since received notification that it was approved.
  + *Alarm monitoring*: The annual alarm monitoring inspection has been completed for 2024. The price has risen to $450 from $400 in 2023.
* Ongoing/In Progress
  + *ESL teacher*: Meg has conducted three interviews, with another scheduled for the week of this board meeting. A couple of the candidates have attended an ESL class to see how it is run, and one candidate removed her name from the running. Meg hopes to make a decision by the end of February, so that the candidate has weeks to work with Dennise before Dennise’s last day, which is March 28
  + *Exemption from audit*: Meg brought Mike Branch (CPA) the files and information that he needs in order to complete the exemption from audit. It has been returned, and there are copies for each trustee at the library. Each trustee needs to sign off on it so that it can be submitted.
  + *PLAR*: Meg has nearly completed the Public Library Annual Report, which is not due until April. It is a required annual survey.
  + *Vandalization*: The outside metal building (referred to as the Zircon) was “tagged” very recently. There are no cameras on that part of the property to know who spray painted on three sides of the container. Mark, our maintenance person, has covered it for the most part, and will use another layer to be sure it is well covered.
* Coming Up
  + *Director interviews*: The current director’s job posting closes on March 6. Interviews for potential candidates will begin.

New Business:

* *2024 election survey*: Kristy Archuleta, Clerk and Recorder, wanted to know whether the library planned to place anything on the November 5 ballot. The board had no plan to do so.
* *Meeting room policy updates*: The board decided to review the updates to the existing meeting room policy. Meg to provide the draft in a week or two.
* *Exemption from audit resolution*: The library is not required to conduct a full audit every year. Mike Branch, a local CPA, puts this audit together. Meg has copies available for the trustees at the library. Meg is also scanning it for trustees as well.
* *New background check company proposal*: Meg has contacted several other libraries about their background check usage. After some discussion, the board agreed to switch from Employer’s Council to National Crime Search.
* *Director transition plan*: Meg discussed several areas of concern for the time after April if no new director is on board. The board discussed hiring Meg as a contract employee on an as-needed basis. The board will know more regarding this at its March meeting.

Unfinished Business: *Proposed changes to Code of Conduct*: After some discussion, the board approved the draft of changes to the Code of Conduct as written (David, Sherry).

Good of the Order: Two trustees need to sign the conflict-of-interest form available at the library or by email from Meg. Meg also reported the recent death of Lenore Bright, a previous librarian. Also, apparently a time capsule was buried at the library around 1989 at some unknown location.

Adjournment: A motion adjourned the meeting at 5:19 p.m. (Katie, David).

Respectfully submitted,

Ronnie VanAtta, USJLD Secretary