



LIBRARY BOARD
Andrea Cox, President
Katie Cloudman, Vice President
David Hamilton, Treasurer
Marcie Taylor, Secretary
Sherry Spears
Gayle Dixon
Al Northup

811 San Juan St
Pagosa Springs, CO 81147

Barbara Brattin, Library Director

Regular Meeting of the Library Board of Trustees
Wednesday, April 15, 2026

4pm

Online via Zoom

<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 March 18, 2026 regular board meeting minutes
- V. REPORTS
 - a. Foundation/ Development Report (Katie Dobbins, Foundation Director)
 - b. March 31, 2026 Financial Report (David)
 - c. Director's Report
 - d. Construction Report
 - e. Task Force recommendation on possible mill levy ballot item.
- VI. NEW BUSINESS
 - a. November ballot initiative
 - b. Public Comment Policy 1st reading (new policy)
- VII. UNFINISHED BUSINESS
- VIII. LOOKING FORWARD

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.

GOOD OF THE ORDER:

NEXT MEETING: May 20, 2026, by Zoom, <https://us02web.zoom.us/j/83398449146>

ADJOURNMENT

UPPER SAN JUAN LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES

March 18, 2026

The meeting was called to order at 4:00pm by president Andrea Cox. The agenda and the minutes of the February 2026 minutes were approved as written. Katie/David.

Library director Barb announced that staff member Jeanne Hanson passed away. The library will close at 1:00 pm on Thursday, March 19 to honor Jeanne and staff members will have access to counseling at that time.

PUBLIC COMMENT: The Pagosa Peak Genealogical Society sent a letter to Director Barb regarding the removal of the donated genealogical research collection and requesting that those materials be reinstated in the library after construction is complete. Barb appreciates the Society's interest but feels there will simply not be room for the collection in the library. Director Barb will handle this request with the genealogical society.

FOUNDATION REPORT: Foundation director Katie Dobbins was unable to be at the meeting but assures the board that the foundation continues to write applications to various foundations in pursuit of further funding for the library expansion.

FINANCIAL REPORT: Treasurer David Hamilton indicated the financials look good overall but he questioned the high electric bill, probably due to construction. FCI will credit the library for this expense when the project is complete. David also noted the high collections/credit card fees of 59.4%. Director Barb indicated the fees are the cost of taking credit card payments and the library policy is to only allow credit card payment for items of \$10.00 or more.

DIRECTOR'S REPORT: The library is holding interviews this week for the children's librarian position and look forward to announcing the final selection shortly. Nicole Holt, ESL instructor, abruptly resigned her position to take a fulltime job. The ESL classes will resume when the library reopens at the end of the summer and citizenship classes will be added as many students have requested them. The library's newly designed website and logo have greatly improved the library's overall look and are getting good reviews from the public. Staff member Judy held her first Cortico teen discussion session and reported it went very well. Planning continues for this year's summer reading program, **READ WILD**, which will run from June 1 to August 30. Our community read of **Call of the Wild** will be the cornerstone of the program.

Construction report, March 2026: The old sump pumps have malfunctioned, leaking water. The mitigation requires new sump pumps and piping. The library has pulled back on several more allowances to help with emergency expenses, including new window blinds, garden benches and wall graphics in the children's room. The library has been granted \$11,900.00 from the state energy office toward our new electric vehicle charging stations. This grant will require a 10% match. The library has moved to the next phase in funding of the solar panels, which is quite promising. The T-Mobile grant application in support of the makerspace was not funded. Librarian Katie Taylor and Barb will attend a virtual funders roundtable on April 2nd. They will have five minutes to pitch their funding request to six different foundations serving southwest Colorado. By the end of March, the dry wall will be complete. On June 18, the library will be closed for one to two weeks to move and reconfigure the space. The library mill levy committee is considering if we need to be on the November ballot for additional funding for construction. This decision is due at the end of April.

New business: The EIAF grant of \$840,000. has been received. The library can still ask for a supplemental EIFA grant for help with the mold problem. **MOTION:** Director Barb will draft a letter to the state requesting a supplemental grant to deal with the mold. Motion presented by David Hamilton and seconded by Katy Cloudman. The motion passed.

Unfinished business: None

Next library board meeting: April 15, 2026 on Zoom

For the Good of the Order: The board has asked Director Barb to make a list of all unexpected expenses associated with the library construction project.

Motion to adjourn the meeting at 4:42 was presented by Sherry Spears and Katy Cloudman.
The motion passed.

Respectfully submitted,

Marcie Taylor

Recording Secretary

Ruby M. Sisson Memorial Library

Balance Sheet

As of March 31, 2026

	<u>Mar 31, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank of the San Juans 1460	297,199.91
Colorado Trust	945,748.30
Total Checking/Savings	1,242,948.21
Accounts Receivable	
Accounts Receivable	112,883.61
Total Accounts Receivable	112,883.61
Other Current Assets	
Property Taxes Receivable	600,525.10
Total Other Current Assets	600,525.10
Total Current Assets	1,956,356.92
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	1,783,364.86
TOTAL ASSETS	3,739,721.78
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	8,243.15
Total Accounts Payable	8,243.15
Credit Cards	
Commerce Bank 1756	4,102.76
Total Credit Cards	4,102.76
Other Current Liabilities	
Deferred Revenue	600,525.10
Payroll Current Liabilities	
Accrued Vacation/PTO	21,939.16
State Withheld & SUTA Payable	-1,025.41
Total Payroll Current Liabilities	20,913.75
Total Other Current Liabilities	621,438.85
Total Current Liabilities	633,784.76
Total Liabilities	633,784.76
Equity	
Offset for Long Term Liab	-21,939.16
INVESTMENTS IN FIXED ASSETS	1,783,364.86
LIMITED FOR EMERGENCIES (Tabor)	4,633.65

3:49 PM

04/09/26

Accrual Basis

Ruby M. Sisson Memorial Library

Balance Sheet

As of March 31, 2026

	<u>Mar 31, 26</u>
COMMITTED FOR IMP & OUTREACH	162,000.00
Opening Bal Equity	-292,591.68
Unrestricted Net Assets	1,215,715.00
Net Income	254,754.35
Total Equity	<u>3,105,937.02</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,739,721.78</u></u>

Jan-March 2026	2026	2025	2024	2023	2022
Property Tax	\$441,528	\$431,561	\$417,133	\$281,041	\$296,786
Other Income	\$27,443	\$22,405	\$15,074	\$10,110	\$5,269
Unanticipated Donation(s) *	\$0	\$0	\$0	\$0	\$0
Total Income	\$468,971	\$453,966	\$432,207	\$291,152	\$302,055
Capital & Fixed Expenses	\$12,750	\$37,810	\$12,054	\$8,029	\$8,505
Building Expenses	\$14,697	\$10,771	\$10,745	\$13,206	\$10,879
Office Expenses	\$17,801	\$23,253	\$9,870	\$10,189	\$13,251
Programs & Public Use Materials	\$29,223	\$27,580	\$31,386	\$27,440	\$26,672
Personnel & Benefits	\$139,721	\$139,557	\$103,346	\$96,193	\$91,305
Total Expenses	\$214,192	\$238,970	\$167,401	\$155,057	\$150,612
Net Ordinary Income	\$254,778	\$214,995	\$264,806	\$136,095	\$151,443
Reimburse from Foundation	\$0	-\$187,045			
HVAC Replacement					
Master Plan Expenses	\$0	\$36,649			
Gift to Foundation					
Net Income	\$254,778	\$365,391	\$264,806	\$136,095	\$151,443
Cash on hand:	\$1,242,948	\$1,250,045	\$441,528	\$781,930	\$613,617

Ruby M. Sisson Memorial Library
Profit & Loss - Actuals vs Budget
January through March 2026

	Jan - Mar 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Foundation Admin Fee Income	0.00	1,200.00	-1,200.00	0.0%
Gifts/Donations (general)	273.60	9,000.00	-8,726.40	3.04%
Gifts/Donations (restricted)	0.00	5,000.00	-5,000.00	0.0%
Grants (general)				
Training Grants	750.00	1,500.00	-750.00	50.0%
Program Grants	14,000.00	24,000.00	-10,000.00	58.33%
Collection Grants	0.00	6,132.00	-6,132.00	0.0%
Total Grants (general)	14,750.00	31,632.00	-16,882.00	46.63%
INCOME - PROPERTY TAX				
2025 Abatement Rebate	0.00	4,257.00	-4,257.00	0.0%
Property Tax	425,019.19	912,320.00	-487,300.81	46.59%
Specific Ownership Tax	16,525.24	70,000.00	-53,474.76	23.61%
Misc Tax Income	0.00	20,000.00	-20,000.00	0.0%
Abatements	-16.60	-2,000.00	1,983.40	0.83%
Total INCOME - PROPERTY TAX	441,527.83	1,004,577.00	-563,049.17	43.95%
INCOME - REVENUE				
Book Sales - Taxable	76.76	600.00	-523.24	12.79%
Copies	2,584.47	10,000.00	-7,415.53	25.85%
Lost Books/ILL	252.95	800.00	-547.05	31.62%
Other Revenue (& library cards)	136.00	250.00	-114.00	54.4%
Use of Equipment	320.08	600.00	-279.92	53.35%
Total INCOME - REVENUE	3,370.26	12,250.00	-8,879.74	27.51%
Interest Income	9,048.99	40,000.00	-30,951.01	22.62%
Total Income	468,970.68	1,103,659.00	-634,688.32	42.49%
Gross Profit	468,970.68	1,103,659.00	-634,688.32	42.49%
Expense				
CAPITAL OUTLAY & FIXED EXPENSES				
FIXED EXPENSES				
Treasurer's Fees	12,750.43	26,829.39	-14,078.96	47.52%
Total FIXED EXPENSES	12,750.43	26,829.39	-14,078.96	47.52%
Total CAPITAL OUTLAY & FIXED EXPENSES	12,750.43	26,829.39	-14,078.96	47.52%
OPERATING EXPENSES				
BUILDING EXPENSES				
Alarm Monitoring	135.00	990.00	-855.00	13.64%
Bldg Maintenance Costs	788.58	1,000.00	-211.42	78.86%
Janitorial Service	3,688.16	19,300.00	-15,611.84	19.11%
Janitorial Supplies	43.50	2,500.00	-2,456.50	1.74%
Landscape/Grounds Maint	61.98	500.00	-438.02	12.4%
Snow Removal	0.00	5,000.00	-5,000.00	0.0%
Trash	381.30	1,512.00	-1,130.70	25.22%
Utilities				
Electricity	6,694.64	8,200.00	-1,505.36	81.64%
Geothermal	2,294.07	10,833.00	-8,538.93	21.18%
Water & Sewer	609.73	6,300.00	-5,690.27	9.68%
Total Utilities	9,598.44	25,333.00	-15,734.56	37.89%
Window Cleaning	0.00	1,000.00	-1,000.00	0.0%
Total BUILDING EXPENSES	14,696.96	57,135.00	-42,438.04	25.72%
LIBRARY OFFICE EXPENSES				
Accounting & Budgeting	1,588.00	5,500.00	-3,912.00	28.87%
Auditing / Tax Return Prep	1,900.00	15,750.00	-13,850.00	12.06%
Collection & Credit Card Fees	268.04	330.00	-61.96	81.22%

Ruby M. Sisson Memorial Library
Profit & Loss - Actuals vs Budget
January through March 2026

	<u>Jan - Mar 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Equipment & Furniture < \$500	0.00	500.00	-500.00	0.0%
Eqmt & Computer Maint & Parts	0.00	1,250.00	-1,250.00	0.0%
Insurance Expense				
Insurance - Bonding	0.00	400.00	-400.00	0.0%
Insurance-Directors & Officers	0.00	2,700.00	-2,700.00	0.0%
Insurance - Liab/Contents/Bldg	0.00	9,560.00	-9,560.00	0.0%
Total Insurance Expense	0.00	12,660.00	-12,660.00	0.0%
Internet / ISP	857.88	3,114.00	-2,256.12	27.55%
Legal Services	50.00	500.00	-450.00	10.0%
Maint Agmts & Licenses				
Hardware Maint Agmts (Xerox)	618.93	3,000.00	-2,381.07	20.63%
Software Maint Agmts	6,491.00	13,600.00	-7,109.00	47.73%
Total Maint Agmts & Licenses	7,109.93	16,600.00	-9,490.07	42.83%
Office Supplies	1,093.66	3,500.00	-2,406.34	31.25%
Postage / PO Box	342.97	1,200.00	-857.03	28.58%
Sales Tax Expense	42.52	300.00	-257.48	14.17%
Storage	630.48	2,500.00	-1,869.52	25.22%
Telephone	656.23	2,610.00	-1,953.77	25.14%
SUBCONTRACTORS				
IT Consulting	3,261.00	14,000.00	-10,739.00	23.29%
Total SUBCONTRACTORS	3,261.00	14,000.00	-10,739.00	23.29%
Total LIBRARY OFFICE EXPENSES	17,800.71	80,314.00	-62,513.29	22.16%
PROGRAMS & PUBLIC USE EXPENSES				
PROGRAMS				
Adult Programs (LLL,PALS,ESL)	84.07	3,000.00	-2,915.93	2.8%
Children's Programs	130.82	2,500.00	-2,369.18	5.23%
Summer Reading Program	385.87	2,500.00	-2,114.13	15.44%
Teen Programs	188.84	1,000.00	-811.16	18.88%
Grant Funded Programs	2,722.29	24,000.00	-21,277.71	11.34%
Total PROGRAMS	3,511.89	33,000.00	-29,488.11	10.64%
PUBLIC RELATIONS				
Advertising - PR	500.00	2,000.00	-1,500.00	25.0%
Flowers	0.00	250.00	-250.00	0.0%
Printing	0.00	2,200.00	-2,200.00	0.0%
Volunteer Background Checks	73.35	400.00	-326.65	18.34%
Volunteer/Staff Expenses	51.11	700.00	-648.89	7.3%
Total PUBLIC RELATIONS	624.46	5,550.00	-4,925.54	11.25%
PUBLIC USE MATERIALS				
Courier Service (ILL)	0.00	7,500.00	-7,500.00	0.0%
Electronic Data Bases	180.03	13,500.00	-13,319.97	1.33%
Lost Items Expenses	19.95	150.00	-130.05	13.3%
Non-Print Material				
Audio Books	1,547.67	6,000.00	-4,452.33	25.8%
DVD/Video	1,172.44	4,000.00	-2,827.56	29.31%
Downloadable E-Books/Audio	8,000.00	17,000.00	-9,000.00	47.06%
Total Non-Print Material	10,720.11	27,000.00	-16,279.89	39.7%
Print Material				
Books	13,886.93	42,000.00	-28,113.07	33.06%
Subscriptions	279.97	2,400.00	-2,120.03	11.67%
Total Print Material	14,166.90	44,400.00	-30,233.10	31.91%
Grant Funded Collections	0.00	6,132.00	-6,132.00	0.0%
Total PUBLIC USE MATERIALS	25,086.99	98,682.00	-73,595.01	25.42%
Total PROGRAMS & PUBLIC USE EXPENSES	29,223.34	137,232.00	-108,008.66	21.3%

Ruby M. Sisson Memorial Library
Profit & Loss - Actuals vs Budget
January through March 2026

	<u>Jan - Mar 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total OPERATING EXPENSES	61,721.01	274,681.00	-212,959.99	22.47%
STAFF, BENEFITS & TRAINING				
STAFF EDUCATION				
Conferences/Workshops	1,076.52	1,800.00	-723.48	59.81%
Memberships	1,341.50	2,570.00	-1,228.50	52.2%
Travel/Food Expenses	692.78	5,000.00	-4,307.22	13.86%
Training Grant Expenses	0.00	1,500.00	-1,500.00	0.0%
Total STAFF EDUCATION	<u>3,110.80</u>	<u>10,870.00</u>	<u>-7,759.20</u>	<u>28.62%</u>
SALARIES & BENEFITS				
BENEFITS				
Mileage Reimbursement	245.08	1,250.00	-1,004.92	19.61%
Employee Assist Program (EAP)	0.00	3,521.00	-3,521.00	0.0%
Health Insurance Allowance	7,500.00	36,000.00	-28,500.00	20.83%
Social Security	7,649.70	33,320.16	-25,670.46	22.96%
Medicare	1,789.03	7,792.62	-6,003.59	22.96%
Retirement (CRA)	3,297.54	15,238.11	-11,940.57	21.64%
State Unemployment	246.73	1,612.27	-1,365.54	15.3%
Worker's Compensation Insurance	0.00	1,612.27	-1,612.27	0.0%
Total BENEFITS	<u>20,728.08</u>	<u>100,346.43</u>	<u>-79,618.35</u>	<u>20.66%</u>
Salaries & PTO				
SALARIES	92,187.76	533,421.97	-441,234.21	17.28%
Holiday Pay	7,070.29	0.00	7,070.29	100.0%
Paid Time Off (PTO)	15,988.90	0.00	15,988.90	100.0%
Total Salaries & PTO	<u>115,246.95</u>	<u>533,421.97</u>	<u>-418,175.02</u>	<u>21.61%</u>
Substitute Staff (subcontract)	635.08	4,000.00	-3,364.92	15.88%
Total SALARIES & BENEFITS	<u>136,610.11</u>	<u>637,768.40</u>	<u>-501,158.29</u>	<u>21.42%</u>
Total STAFF, BENEFITS & TRAINING	<u>139,720.91</u>	<u>648,638.40</u>	<u>-508,917.49</u>	<u>21.54%</u>
Total Expense	<u>214,192.35</u>	<u>950,148.79</u>	<u>-735,956.44</u>	<u>22.54%</u>
Net Ordinary Income	254,778.33	153,510.21	101,268.12	165.97%
Other Income/Expense				
Other Income				
Other Income (dividends,claims)	0.00	500.00	-500.00	0.0%
Total Other Income	<u>0.00</u>	<u>500.00</u>	<u>-500.00</u>	<u>0.0%</u>
Other Expense				
Suspense - Unknown	23.98	0.00	23.98	100.0%
Total Other Expense	<u>23.98</u>	<u>0.00</u>	<u>23.98</u>	<u>100.0%</u>
Net Other Income	<u>-23.98</u>	<u>500.00</u>	<u>-523.98</u>	<u>-4.8%</u>
Net Income	<u><u>254,754.35</u></u>	<u><u>154,010.21</u></u>	<u><u>100,744.14</u></u>	<u><u>165.41%</u></u>

Ruby Sisson Capital Improvement Fund

Balance Sheet

As of March 31, 2026

	<u>Mar 31, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank of San Juans	631,599.43
Total Checking/Savings	<u>631,599.43</u>
Total Current Assets	<u>631,599.43</u>
TOTAL ASSETS	<u>631,599.43</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	925,190.75
Total Accounts Payable	<u>925,190.75</u>
Total Current Liabilities	<u>925,190.75</u>
Total Liabilities	925,190.75
Equity	
Retained Earnings	80,828.93
Net Income	<u>-374,420.25</u>
Total Equity	<u>-293,591.32</u>
TOTAL LIABILITIES & EQUITY	<u>631,599.43</u>

Director's Report April 2026

Included in this packet is an infographic report from the Colorado State Library on our 2025 activity. Despite the construction, we saw a lot of activity and made great progress in collection development, adding the Overdrive Libby eBook platform and completely overhauling youth and adult nonfiction collections. Despite the challenges of parking and our makeshift entry, our library card accounts actually increased! It is remarkable how resilient our community is, and we are grateful for their continued connection.

We welcome Saira Krupka as our new Youth Librarian. Saira's first day was April 13th. She brings several years' experience working with youth in Illinois public libraries. Saira moved here to join her boyfriend last year and has been working as an educator in local preschools. This is an exciting time to expand our children's staff as we create a new space for our young visitors from the ground up. We are delighted to have Saira on our team.

Our ESL classes will shift to citizenship test preparation at the request of our student cohort. Nicole Holt Garcia has been the ESL instructor and will shift to this new role.

Construction Report April 2026

We have moved to the next stage in our solar grant application with the All Points North Foundation. The Foundation Director will present our proposal to his governing board at their May meeting for consideration. Several grant applications are still pending with notifications due over the next few months. We are enhancing our website to include Zelle as a payment option and bringing the donate button to a prominent position on our website in order to make donations much more user friendly. We will work with the Foundation to help them do the same. I am still awaiting a reply from our DOLA rep on the request for additional funds. He has been away from the office for several weeks.

We have received \$2,000 from the People and Pollinators Action Network toward our community garden. Former Board member Rebecca Battles responded to our call for help in the newspaper and visited the local appliance store with us. She has purchased two refrigerators, two dishwashers, one microwave and one stackable washer/ dryer for the library, saving us \$8,400. Likewise, Kim Moore asked Terry's Ace Hardware for donations of their garden benches. We received 5 benches through owner Grace Smith, saving us \$9,000. Volunteers brought boulders from a local ranch to enhance our gardens. Lisa Scott has secured a donation of a fountain for our gardens from a local sculptor. The generosity of our community continues to reduce our construction bill while delivering the lovely facility and gardens our community deserves.

New water was discovered under the building's addition, this time in the central portion of the new crawl space. We believe it is seeping in from above as the old concrete is broken up, but an additional sump pump will be installed to make certain. Naturally, this is an additional unforeseen cost. Otherwise, the drywall is complete, and painting is nearing completion. Floor and wall tiles in the public restrooms are being laid, as well as floor tiles in the entrance. New stucco on the exterior is complete near the new entrance and the north side is getting a fresh coat of stucco and paint. The weather has been very cooperative for exterior work!



Ruby M. Sisson Memorial Library

Upper San Juan Library District

PUBLIC COMMENT POLICY

1st Draft April 15, 2026

PURPOSE

The Library Board of Trustee meetings are open to the public and the Board encourages public comment in a fair, consistent and informative manner. The purpose of the public comment policy is to define boundaries for comments made to the Board to make it equitable for the public and to not unduly disrupt the Board meeting.

BACKGROUND

The Board recognizes the importance of remaining open to the receipt of public comment on issues of concern to the District. Comments from the public very often prove invaluable as the Board deliberates upon specific matters and general issues which come before it in the course of business. However, in certain circumstances, uncontrolled or ill-timed public comment has the potential to interfere with the conduct of the public's business and can give rise to an unfair or unequal exchange of information. As a result, it is necessary to establish a consistent method for receiving public comment which provides for adequate access by the public and does not give rise to unfair circumstances of public comment.

ORAL COMMENTS:

- The Board will provide approximately fifteen (15) minutes for public comment at or near the beginning of each board meeting.
- Each speaker must be recognized by President as having the exclusive right to be heard.
- Each speaker must identify their name and city of residence.
- Comments are limited to three (3) minutes per speaker.
- Speakers must address the entire Board, not an individual board member.
- Discussion between speaker and audience will not be allowed.
- Speakers will be civil in their language and presentation.
- There shall be a maximum of three (3) participants on the same subject. It is recommended that if there are several people who wish to speak on the same subject that they choose one speaker to speak for all.
- Speakers may not give their time to another person, allowing them to exceed the 3 minute time limit.
- The Board has the right to expand public comment period to up to thirty (30) minutes.
- Individuals who request to speak but cannot due to time constraints will be carried to the next regular meeting of the Board of Trustees.

For clarification, any Board member may ask the speaker questions. The time used by a Board member to ask a question or the response to his/her questions, will not be counted against the citizens three minute time allotment.

Public comment is not intended to require the Board to answer any impromptu questions. Actions on items brought up during the Public Comment Period will be at the discretion of the Board of Trustees.

WRITTEN COMMENTS:

- The Board welcomes written comments at any time.
- Response may be in writing or addressed at next scheduled board meeting.