The regular February meeting of the Salida Regional Library Board of Trustees was held at the Library. Dick Isenberger, Susan Ragan, Tim Sundgren, Cheryl Pearce-Trujillo and Director Susan Matthews were in attendance. Dick Isenberger called the meeting to order at 5:05 p.m. and Cheryl Pearce-Trujillo recorded the minutes of the meeting.

Minutes
Motion by Susan Ragan, seconded by Tim Sundgren to approve the January 23, 2018, minutes. Motion carried.

Financial Report

- The Quickbooks report is still being revised to provide a more accurate monthly display and splitting of the figures.

Motion by Susan Ragan, seconded by Cheryl Pearce-Trujillo to approve the January 23rd, 2018, financial report. Motion carried.

Deposit Detail, Payment of Bills, CD worksheet, Capital One Statement, & Payroll Report

- Page 10 - Problems with the Assets/Liabilities, Profit/Loss categories are being resolved in Quickbooks with the auditor to help with better reporting.
- Page 16 - Revisions in the Enterprise Budget will account for the change in rent money that will no longer be received.
- Page 25 - The unrecorded Market Value will be looked at.
- Deposit & Rates Spreadsheet - The Colotrust account #8005 needs to be changed from 1.270% to 1.55%.

Motion by Cheryl Pearce-Trujillo, seconded by Susan Ragan to approve the January 1, 2018 through January 31, 2018 bills per the attached list. Motion carried.

Public Comment
None

Officer's Report
None
Director’s Report

- **Staff update:**
  - There are two staff with medical conditions who will have surgery, so there is a need for coverage for those hours. Some shifts will be switched around and a high school staff member is leaving for college (freeing up 2 more shifts)**We are currently interviewing for position and had 20 applicants (6-8 were solid).
  - Becky was the MC for the Community Chinese New Year Parade and function at Steamplant organized by Tina Gramman.
  - We had an unfortunate loss of archived materials. Since then, we have added a new network drive, a better back up system, and in the future, we will only have specific staff or outside contractors handling system changes.

- **Rental Update:**
  - Joe Deluca with Crabtree has been great in helping to walk me through the process for meeting with planning, etc. I have learned a few things about the pre-planning procedure. For example, for every 400 square feet we must have a parking spot; getting rid of the lot line between lots will require correction in the lot distribution formula or will we need to apply for a variance. Environmental studies and asbestos detection for possible removal also will be needed.

- **Other:**
  - We have new mats in entryway.
  - We are still waiting to hear from Pete Blair to set date for pre-audit look at our QB’s and figure out how to move forward with some accounts. The plan is to have Susan, Alison and possibly Connie attend/meet with Pete. I plan to have all paperwork for audit ready when he comes so I can send it with him.
  - Looking for topics for Spring training – date TBD.
  - Our book sale will take place Saturday, April 21.
  - Completed State report (see findings)-was in the article released to the Mountain Mail.
  - We will continue to be part of the Communities that Care group which is working specifically with the youth programs aspect and how we can collaborate to help youth in the community. We meet about once a month as a group and help out at individual events, like teen night, etc. We are working on a Bookmark for Burritos project with three other organizations.
  - Scott Sandell has been a huge help in getting smaller maintenance issues taken care of.

Action Items and Unfinished Business

Rental Property Update

- The Board agreed that Susan should continue to keep a log of meetings with people she meets with. Susan was asked to share her vision and drafts of how the library addition will look which might help with brainstorming ideas how to use that vacant property.

New Business
Policy Review
  ● Investment Policy

Motion by Susan Ragan, seconded by Cheryl Pearce-Trujillo to approve this policy. Motion carried.

  ● Request for Public Record Policy/Form
    ○ Insert a Signature line under the printed name of the person making the request.
    ○ Include an acknowledgment clause after the “Description of records…” that states the person has read.…
    ○ Include the library’s phone number in the Library Contact Info.
    ○ Include the name of the person who received the request.

Motion by Tim Sundgren, seconded by Susan Ragan to approve this policy with the revisions. Motion carried.

  ● Safe Child Policy

Motion by Susan Ragan, seconded by Tim Sundgren to approve this policy. Motion carried.

  ● Study Room

Motion by Susan Ragan, seconded by Cheryl Pearce-Trujillo to approve this policy. Motion carried.

Meeting Adjourned at 6:38 p.m.

Next Meeting:
Tuesday, March 27, 2018

Submitted by:
Cheryl Pearce-Trujillo