The regular meeting of the Salida Regional Library Board of Trustees was held at the Library. Dick Isenberger, Connie DeLuca, 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 Tim Sundgren, seconded by Cheryl Pearce-Trujillo to approve the February 27, 2018, minutes. Motion carried.

Financial Report

- Progress is being made with the accountant and auditor on revisions to the Quickbooks reporting.

Motion by Connie DeLuca, seconded by Susan Ragan to approve the February 27, 2018, financial report. Motion carried.

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

- Page 11 - Deferred Property Tax hasn't changed. Susan will look into this, as it shouldn't be an “asset”. Page 13 - Sigma Unrealized gains (-loss) was clarified. This shows what a gain or loss would be if those equities were sold today.
- Page 17 - Equity - Transfer In/Out Future Projects should show $26,771 vs. $29,606.
- Page 17 & Pg 23 - Equity - Transfer Out/In to Future Projects should be a negative amount. Susan stated that the auditor is fixing this and it was explained to the new accountant on February 1, 2018.
- Tim Sundgren would like a conference call with the auditor after the items have been fixed.

Motion by Susan Ragan, seconded by Connie DeLuca to approve the February 1, 2018, through February 28, 2018, bills per the attached list. Motion carried.

Public Comment
None

Officer’s Report
None

Director’s Report
See attached

Action Items and Unfinished Business
Rental property update - drawings of ideas
  • Susan presented her ideal mock up of what she'd like in the current library and in the annex. She said that Joe DeLuca has been helpful with clarifying the specs for the lot coverage, survey of the lot and the existing lot. He said that 48% of any lot can be used for the structure. The Trustees determined that a survey of both lots is necessary.

Motion by Tim Sundgren, seconded by Connie DeLuca to approve the surveys and to be paid out of the Enterprise fund. Motion carried.

Update on meeting with accountant/auditor
  • Some of these items were covered in Susan's Director's report. In summary, in April Susan will check with the auditors to make sure their accounting aligns with the Quickbooks Reports. The audit is scheduled for June of 2018.

Approve updated budget of Enterprise account
  • The Trustees decided that an additional line item under the Enterprise Fund Budget should be assigned as “Annex” and separate the expenses associated with that project. The contingency in the Enterprise fund will be used to begin paying for expenses for the initial costs for the Annex project. Specific budget revisions will occur when there are better ideas of costs to be incurred.
  • Made adjustments to show the negative amount from not having a renter, but having some utility costs.

Motion by Tim Sundgren, seconded by Connie Deluca to approve the updated budget of the Enterprise account. Motion carried.

Old Business
None

New Business
Policy Review
  • Patron Behavior
    ○ Remove (Library) in first sentence in the document.
    ○ Strike “and” before the word “other” in the first sentence under Behavior At The Library and “peacefully” after the word “place” in the same sentence.
    ○ Bullet #12 should read Personal hygiene and overall cleanliness that interferes with…. the functioning of the library, including but not to…..

Motion by Susan Ragan, seconded by Cheryl Pearce-Trujillo to approve this policy with corrections. Motion carried.
Meeting Adjourned at 7:10 p.m.

Next Meeting:
Tuesday, April 24, 2018.

Submitted by:
Cheryl Pearce-Trujillo