Salida Regional Library
Board of Trustees Meeting Minutes
April 24, 2018

The regular meeting of the Salida Regional Library Board of Trustees was held at the Library. Dick Isenberger, Connie DeLuca, Tim Sundgren, Cheryl Pearce-Trujillo and Director Susan Matthews were in attendance. Dick Isenberger called the meeting to order at 5:00 p.m. and Cheryl Pearce-Trujillo recorded the minutes of the meeting.

Minutes

Motion by Tim Sundgren, seconded by Connie DeLuca, to approve the March 27, 2018, minutes. Motion carried.

Financial Report

- The balance sheet, otherwise titled as the Assets/Liabilities sheets are still being reviewed and corrected by the auditor and were not included in the Board packets.

Motion by Cheryl Pearce-Trujillo, seconded by Connie DeLuca, to approve the March 27, 2018, financial report. Motion carried.

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

- Susan will check to see if the Tabor credit was applied to the SRL’s March water bill.
- Connie suggested that the finance committee look at putting the FHLMC bond into Colotrust and follow the prices of the bonds that will mature in July.
- The finance committee will meet in June before the June 19th Board meeting.
- Dick, Tim and Susan will attend the COLOTrust luncheon on Thursday, April 26th.

Motion by Cheryl Pearce-Trujillo, seconded by Tim Sundgren, to approve the 3/1/18 through 3/31/18 bills per the attached list. Motion carried.

Public Comment
None

Officer’s Report
None

Director’s Report

- Erate has been filed and we’re waiting to hear about the refund from Govt: 70% for internet 10% for phone. The total will be approximately $1250 back. Is this worth it after paying consultant to do originating paperwork?
- Thursday lunch with Ben Mendenhall of COLOTrust at Currents. Tim, Dick and Susan will attend.
- Ads for summer programming are being developed.
- A lot of time has been dedicated to working on building/construction process. Susan recommends a building committee to work with Director on timeline, needs, etc.
- Susan attended the CLiC workshop in Pueblo (1 day). The focus of the sessions attended was: Community Finance (National Endowment Financial Education), Website Design, Improvement of job satisfaction for staff.
- UPDATE: Insurance info on rental and coverage if it sits empty was given to the Board.
- Susan is reworking the Director evaluation by staff. She would like to know what the board wants to know from staff? Are there certain areas that should be covered? Other libraries do not have staff evaluate the director, but their boards of trustees do. The few that do, have: 1) three questions asked 2) same as board’s review 3)similar rating to what we have with some elaboration of category.

Old news/Review
- Employers’ Council (formerly Mountain States Employers Council) is currently going over our employee handbook and we should receive it any day now.
- Accountant/Auditor has our QB files and is trying to resolve/fix the false liabilities that have been accruing over the past 5 years. Susan emailed them on Monday, 4/23/2018 and is awaiting a response.
- Staff Training will be April 26th, 2018, 3:05 pm, so the SRL will close at 3 pm.
- Becky and Susan will be participating in the Mountain Mama Summit with a booth that highlights our programs for summer and how to get kids and adults signed up with library cards.

Upcoming conferences:
- Director’s Retreat – Estes Park May 2-4
- Marmot Council – Palisade May 17-18

Action Items and Unfinished Business
Rental Property Update
- The insurance company requires that the policy for the rental be rewritten based on the current status. Susan will contact the company to update the policy.
- The library and rental properties have been surveyed and Susan will contact Henderson Land Surveying to check on their progress.
- Susan presented a estimation of the cost of the construction project. She will also work on the projected operations and personnel costs for the annex.
- The Board discussed options for the Request for Qualification for Architectural Services (RFQ) and how to move forward with the construction of the library annex.
- The Board would like any contractual agreements to be reviewed by an attorney before agreeing with any parties doing work for this project.

Update on Audit
- The accounting records and audit reports are still being reviewed.

Old Business
None
New Business
Policy Review
  ● Internet Use Policy
    ○ Last sentence of the first paragraph needs to have a “.” after computers and a “N” on no.
    ○ The (*) statement on page 2 needs to include the word “Library” before the word Director and “SLR” before the word Technology.

Motion by Connie DeLuca, seconded by Tim Sundgren to approve this policy with correction. Motion carried.

  ● Circulation and Interlibrary Loan Policy
    ○ The policy title should include (ILL) after the word Loan.

Motion by Cheryl Pearce-Trujillo, seconded by Tim Sundgren to approve this policy with correction. Motion carried.

Other Business
Director Evaluation
  ● Susan asked for input from the Board about items they would like to see included in her evaluation. She can also provide examples of other directors’ evaluations.

Meeting Adjourned at 6:50 p.m.

Next Meeting:
Wednesday, May 23rd, 2018

Submitted by:
Cheryl Pearce-Trujillo