The regular May 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 5:00 p.m. and Cheryl Pearce-Trujillo recorded the minutes of the meeting.

Minutes

Motion by Tim Sundgren, seconded by Connie DeLuca to approve the minutes as amended. Motion carried.

Financial Report

- Page 1 - Insurance line item shows a rebate from Pinnacle Insurance.
- Draft of the Audit was received on May 22, 2018. Susan looked over the document and was still making comments and corrections through correspondence with the auditors.

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

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

Motion by Susan Ragan, seconded by Cheryl Pearce-Trujillo, to approve the 4/1/2018 through 4/30/2018, bills per the attached list. Motion carried.

Public Comment
None

Officer's Report
None

Director's Report

- Overview of the Director's Conference summary was given. (see attached)
- Summer programs are announced and being advertised May 28th. We will set up children and teen summer reading programs.
- The garden bed by sign will be worked on this week and next. Maintenance of front beds will be done by volunteer and gardener Amy Detmer.
- New Board of Trustee flip guides (received at Director retreat) were given to the trustees.
- The paperwork for erate and from the auditor, most of which are requests from each for receipts, etc.
- May 23rd, 2018, one sigma account matures and we will move the money to COLOTrust.
Susan is working with Kristin on the tech strategic plan, making sure we are up to date on tasks which includes: making sure all computers are working for summer crowds, evaluating all equipment and identifying what may need to replace in near and not so near future, and discarding older equipment that has been sitting in a storage closet.

- Building process update: continuing inquiry process into cost estimates.
- Susan spoke with asbestos inspection person – met at house on 5-21-18 and picked up demolition permit paperwork from county to see all the guidelines (included MUST have asbestos testing for demolition or renovation).
- Getting information from electronics (Knight and computer tech to have harder idea of cost to move tech).
- Architect list to discuss.

**Action Items and Unfinished Business**

**Rental Property Update**

- Insurance Coverage - Dropped Foremost Insurance and rewrote the policy with State Farm with new coverage ($300,000). There was a savings by going with State Farm.
- The asbestos inspector came and took sample from the rental property. He will send us his report.
- Susan picked up a Demo Permit to begin looking at how the process works

**Update on Audit**

- Susan received the audit on May 22, and is still corresponding with the auditors. The most immediate corrections are:
  - Pg 13 - Unassigned in Endowment - the calculation is the difference between other money that is unrestricted $199,899 and Capital $300,000.
  - Pg 24 - #6 should say 2017 not 2016
  - Pg 25 - under “deposits” this year included a % (102%). Susan wondered where the % came from.
  - Pg 28 - 3rd paragraph “The total payroll covered by plan was $347,108. Susan wondered if this should be a lower number than the entire salary amount In 2016, it was $137,585.
  - Pg 28 - Note 8 - This should be Dec 31, 2017.

**Director Evaluation Input**

- Susan offered three other library director evaluation tools for discussion. It was decided that Cheryl would work on combining aspects of the SRL Director’s Evaluation with elements from one of the other evaluation tools. Cheryl will work with Susan Matthews on making the evaluation tool more descriptive based on the employee feedback that was received in last year’s process.

**Old Business**

None

**New Business**
RFQ and RFP for Architectural Services
   • Discussion by the board to use Susan’s Library column as a press release to the Mountain Mail (5/28/2018) ahead of making the RFQ available to interested parties.

Motion by Tim Sundgrend, seconded by Susan Ragan to accept with corrections, the press release, RFQ, and RFP. Motion carried.

Employee Handbook
   • Susan stated that the Employee Handbook is not back in a corrected form and will be put on the agenda for the next meeting.

Meeting Adjourned at 6:50 p.m.

Next Meeting:
Thursday, June 28th, 2018

Submitted by:
Cheryl Pearce-Trujillo