Salida Regional Library  
Board of Trustees Meeting Minutes  
June 28, 2018

The regular June 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 Susan Ragan, seconded by Connie DeLuca to approve the June minutes as amended. Motion carried.

Financial Report

- Page 7 - Facilities - Other under the Expense Category was duplicated. The duplication has since been removed from Quickbooks.

Motion by Connie DeLuca, seconded by Susan Ragan, to approve the May 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 5/1/2018 through 5/31/2018, bills per the attached list. Motion carried.

Public Comment

None

Officer’s Report

- Financial Committee met: Connie DeLuca and Tim Sundgren updated the BOT about the Endowment Fund. As of May 25, 2018, the balance is $330,614. They will meet on July 12, 2018, about the interest rates on CDs that are maturing in all accounts.
- The COLOTrust Money Market has better performance than CDs at this time.

Director’s Report

- Susan is preparing staff evaluations and will set up schedules for beginning of August.
- The 2019 Budget - identifying cost increases, evaluating services, programs, etc., is in progress.
- Fall program planning is being looked at with possible offerings to include: tech classes, writing classes, etc.
- Susan shared notes from patrons that were recently received.
Susan met with the finance committee and will meet again on July 12 to make some decisions about accounts maturing in July.

Susan needs some signers to go and open a checking account for the Future Project account at some point, preferably July.

Susan met with Knight Electric and discussed cost to move the tech area upstairs. Because we are wireless and already have a port in the floor (near Becky’s desk), the cost to move would not be much; they are putting together a bid so we can have an idea of costs.

Action Items and Unfinished Business

Expansion

- Asbestos - The report documented that 36 samples were taken from the rental property from the interior walls and in between floors, there were 19 that tested positive for asbestos. As of this meeting, Susan has not received any quotes for abatement.

- RFQ - RFQs were submitted from Thorp Associates with Sarah Whittington Architectural Services (working collaboratively) and Humphries Poli Architects for the renovation and addition to the Salida Regional Library. Susan Matthews will send a cover letter and request for RFPs to both services with a submission deadline of August 27.
  
  ○ Connie DeLuca moved, and Cheryl Pearce-Trujillo seconded, to approve moving forward with the RFP process. Motion carried.

- Next Steps - The BOT discussed the interview and selection of the architect to take place between August 28th and early September, contingent on whether the proposals meet the budget and conceptual ideas specific to our project.

Audit

- Susan Matthews discussed the phone meeting she had with the auditors regarding adjustments made to Quickbooks.

- Journal entries were given to Alison Ramsey (book keeper) from Blair & Assoc in order to make some adjustments in our system from previous years.

Director Evaluation Update

- Cheryl Pearce-Trujillo explained that she has been working with Susan on both a BOT and staff evaluation tool through a Google Forms format. Final corrections are being made so that both forms will be available through an email process by the end of July. Cheryl will introduce the format to the staff during the July staff meeting.

Old Business

None

New Business

Employee Handbook

- Cheryl Pearce-Trujillo moved, and Connie DeLuca seconded, accepting the SRL Employee Handbook with corrections. Motion carried.

Meeting Adjourned at 6:35 p.m.
Next Meeting: Tuesday, July 24, 2018

Submitted by:
Cheryl Pearce-Trujillo