The regular August 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 5:06 p.m. and Cheryl Pearce-Trujillo recorded the minutes of the meeting.

Minutes

Motion by Susan Ragan, seconded by Connie DeLuca to approve the July 28, 2018, minutes. Motion carried.

Financial Report

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

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

Motion by Susan Ragan, seconded by Tim Sundgren, to approve the 7/1/2018, through 7/30/2018, bills per the attached list. Motion carried.

Public Comment

None

Officer’s Report

None

Director’s Report

- **Taping of meetings**: It is OK in the State of Colorado if one person is aware...“One Party Consent”
- **Meetings set with Architects**: August 28th at 1 pm is Thorp/Whittington; September 4 at 10am is Humphries Poli Architects.
  - Met with both Architects on August 2 & 10 (did walk-throughs, discussed ideas, etc)
- **Evaluations**: Finished up staff evaluations on Tuesday, August 21. These went well, nothing brought up as concerns...were some comments about: 1) wanting to close early in winter (7 or 8 pm); 2) 1 staff member was not happy about the schedule changes taking place in January because she would need to work evenings, not short morning shifts – felt I was putting “library before staff”.
- **CALCON**: Opened up to staff and no takers for this fall.
• **New buffer arrived**: old one died. Looking into seeing if another library would like it; they would have to pay to get fixed.

• **Marmot’s IT guys** came to Salida to look at our set up in order to get us a quote for IT services. We also have Casey Talbert looking at this, doing updates, etc for a monthly fee, and looking at a service called Userful that would do everything off site, for a monthly fee.

• **Programs** for Fall are set. We have quite a variety of offerings and some new programs to try.

• **Received a grant** from the State for $6500. Becky and I are working together on this. Grant is called “Growing Readers Together”. We will be doing community outreach & collaboration, setting up home kits, having specific programming for parents and kids under 4 who are not in schools yet.

• **Bookmarks for Burritos** is finally up and running. A picture will be in the paper this week.

• Next **Staff training** date is set for October 26. 9-1 pm and the library will open back up at 2pm.

• **CLiC meeting to discuss Gallagher, etc., on Thursday in LaVeta (Susan Attending).**

• Becky and Amy going to a Marmot training Thursday in Grand Junction.

• Assessor’s first tax prediction looks like about $13K more in 2019.

• Went to PB&T with Susan R and updated signature cards.

**Action Items and Unfinished Business**

**Expansion - Update (RFPs)**

• As mentioned in the Director’s report, interviews with both architects who submitted RFP’s will take place in next two weeks.

**Director Evaluation Update**

• Cheryl explained how her meeting with the staff went prior to sending out Susan’s Director evaluation. There was 100% participation and good comments were given with most areas receiving an “exceeds expectations” rating. The same was true for the BOT evaluation. Tim Sundgren, trustee, offered his evaluation verbally stating, “I do think Susan is doing an excellent job - across the board, and I hold her in highest regard.”

• Suggestions for next year’s director evaluation may include a general comment section vs. individual comment sections so the process doesn’t seem as time intensive.

**Recording Law Update**

• As mentioned in the Director’s report, Colorado State Law supports the “One Party Consent” rule where only one person agrees to the recording of a meeting. The one person can be the individual who is speaking for or against the topic in a meeting. The BOT will have a recorder available at their meetings.

**New Business**

**Personnel Evaluations done by Susan and Circulation Manager**

• See Director’s report.

**Patron Discussion**
- The Board reviewed content of some of the 300 emails that had been sent to Susan Matthews over a two year period from patron, Adam Martinez.
- A motion was made by Susan Ragan and seconded by Tim Sundgren to send a registered letter to Adam Martinez directing him to stop sending emails with harassing content and tones to Susan Matthews. A copy of the Patron Behavior Policy will be included and he will lose his library privileges for 30 days. Motion carried.

Other Business

None

Meeting Adjourned at 6:55 p.m.

Next Meeting: Tuesday, September 25, 2018

Submitted by:
Cheryl Pearce-Trujillo