The regular meeting of the Salida Regional Library Board of Trustees was held at the Library on Tuesday, November 27, 2018. Dick Isenberger, Susan Ragan, Connie DeLuca, 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 to approve the October 24, 2018, minutes. Motion carried.

Financial Report

Connie DeLuca suggested that we minimize the amount of reports contained in the financial support. Susan Matthews also said that she can share the financials on Google Docs for those who’d rather see these digitally.

Motion by Connie DeLuca to approve the October 2018, financial report. Motion carried.

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

Motion by Susan Ragan to approve the 10/1/2018 through 10/31/2018, bills per the attached list. Motion carried.

Public Comment

None

Officer’s Report

None

Director’s Report

Working on:
- Winter programming advertising at the end of December
- DOLA documents for end of year state reporting
- Setting up QuickBooks for 2019 budget with Alison Ramsey
Grants - filling out the mandatory paperwork associated with each of the following:
  ○ Growing Readers Together ($6500) to be spent before July 30, 2019
    ■ Meeting with community groups to set up collaborations and identify needs of 0-5 year olds.
    ■ Ordering materials for the program based on guidelines of program
    ■ We will have our first reimbursement check before the year's end
  ○ State Grant ($4500) - should see money in a few weeks and will need to spend it before June 30, 2019

Salida Museum is considering giving us their Salida Museum Archive collection. We currently have some of it on the archive website called “Salida Museum Negative Collection”, but the museum is considering giving more to us. We will have ownership of the items and be able to store them in our collection.

End of year staff one-on-one meetings are set for week of December 10th-14th.

Staff started using the new time card electronic system (part of scheduling system Deputy)—using an Ipad to log in and out. This should help with some prep time and accuracy with time cards and payroll.

**Action Items and Unfinished Business**

**Expansion - Update RFP’s for CMGC**

- CM/GC Proposals from DSI, Kersting, Houston were discussed. Interviews will be scheduled for the second and third week of December. Fees outlined in each are:
  - DSI - $96,000
  - Kersting - $93,000
  - Houston - $39,200

- Invitation for Sealed Bid Document
  - Instrument for conveyance will be a Bill of Sale
  - Sealed bids will be accepted through, Friday, January 4, 2019. Awarding of the bid will be on Tuesday, January 8, 2019.

- 2019 Budget - Final Draft
  - Susan presented the final draft of the 2019 Budget (see Adoption of Resolution 2018-C).

**New Business**

Memorial for Tim

- Discussion was held about including a memorial tribute in the library expansion to Tim Sundgren and/or previous trustees.

**2019 Resolutions Approved**

- See Attach
Trustee Member Selection

- There will be an note on the website that due to the death of Tim Sundgren (10/30/2018), there is an opening on the BOT and the selection process will begin in early 2019. Susan will put an ad in the Mountain Mail in late December that lists some skills that are needed for the position.

Meeting Adjourned at 7:05 p.m.

Next Regular Meeting: Tuesday, January 22, 2019, at 5 p.m.

Submitted by:
Cheryl Pearce-Trujillo