Salida Regional Library
Board of Trustees Meeting Minutes
January 23, 2019

The regular meeting of the Salida Regional Library Board of Trustees was held at the Library on Wednesday, January 23, 2019. Dick Isenberger, Susan Ragan, Connie DeLuca, Cheryl Pearce-Trujillo and Director Susan Matthews were in attendance. Dick Isenberger called the meeting to order at 2:40 p.m. and Cheryl Pearce-Trujillo recorded the minutes of the meeting.

Minutes

Motion by Susan Ragan to approve the October 22, 2018, Special BOT minutes. Motion carried.  
Motion by Susan Ragan to approve the November 27, 2018, Regular BOT minutes. Motion carried.  
Motion by Cheryl Pearce-Trujillo to approve the December 18, 2018, Special BOT minutes. Motion carried.  
Motion by Connie DeLuca to approve the January 8, 2019, Special BOT minutes. Motion carried.

Financial Report

Connie DeLuca suggested that we minimize the amount of reports contained in the financial report. Future financial reports will include: Revenue & expenditures “current year month vs. previous year month”, Income & Expenses “YTD current year vs. YTD previous year”, Profit and Loss “YTD actual vs. Budget”, Assets and Liabilities.

Motion by Connie DeLuca to approve the November 2018, financial report. Motion carried.  
Motion by Susan Ragan to approve the December 2018, financial report. Motion carried.

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

Motion by Susan Ragan to approve the 11/1/2018 through 11/30/2018, bills per the attached list. Motion carried  
Motion by Susan Ragan to approve the 12/1/2018 through 12/31/2018, bills per the attached list. Motion carried.

Public Comment

None
**Officer’s Report**

President Dick Isenburger indicated that every year we must approve by a motion as to where we will post our meetings.

Motion by Susan Ragan to post our meeting times in the library entryway and magnetic board. Motion carried.

**Director’s Report**

Susan is reported:
- The Auditor contract to be signed. The auditor will be here either Feb 26/27 or March 6/7 to perform the audit.
- Mike Swords has not contacted Susan about a meeting.
- Susan will be one of the judges for the Crest Academy’s Spelling Bee on February 4th.
- Casey Talbert will be taking over monthly updates on computers.
- We had the “Growing Readers Together” kick off at The Book Haven. I will also present January 24th at 6:15 p.m. for FYI (Family Youth Initiatives) class for parents of 0-5 year olds. I will hand out free kits and share the programs offered at the SRL for that age group.
- Joy is applying for a SIPA (Statewide Internet Portal Authority) grant to help with costs of boxes to house the negatives we received from the Salida Museum. We may also apply for a grant through Colorado Historic Newspaper Group to help with digitization costs.
- Susan is working with Kristin on tech priorities for 2019.
- We received our new printers from Gobins (2 B/W and 1 color) to replace the printers in the computer lab, circulation office and downstairs office.
- Susan showed the rental property on January 22, 2019.
- Susan updated the trustees on a couple of recent staff issues and will follow-up in the next BOT meeting.
- Susan asked for the trustees’ input and thoughts on handling donations that may come in for the expansion project. Will we acknowledge donations by level on a plaque? What is the cut off-level minimums?

**Action Items and Unfinished Business**

**Board of Trustees - Appointment**
- The SRL Board of Trustees reviewed the application/resume of Gloria Broudy. After her interview on January 17, 2019, the BOT found her deserving and felt she would be an asset to the library board, they plan to offer her the open trustee position.

Motion by Susan Ragan to offer Gloria Broudy a five (5) year term beginning January 1, 2019, through 12/31/2023, as a trustee. Motion carried.
After Gloria’s acceptance, Susan Matthews will send a letter to the county commissioners for their approval.

Building Plan Discussion
- The BOT was pleased with the work session (1/23/19) with HW Houston and Humphries-Poli. Humphries-Poli presented three design options that included input from the board. Additional design ideas were given by the trustees, HW Houston representatives, and Humphries-Poli representatives. Timelines for the designs were also discussed.

CM/GC Discussion
- The HW Houston contract will be signed this week.

Expansion Building Subcommittee Duties for the SRL Expansion:
- Expansion Finance Subcommittee: Connie DeLuca will oversee the financials on the Expansion project. *The SRL Finance Committee will consist of Connie DeLuca and Gloria Broudy.
- Expansion Building Subcommittee: Connie DeLuca, Dick Isenberger, Susan Matthews

Motion by Susan Ragan that the Expansion Building Subcommittee will have the authority to make decisions outside of a regular BOT meetings. Motion Carried.

Attorney Discussion
- Susan met with attorneys from two firms who could be able to give the SRL and BOT legal support on issues that arise with the library and patrons. Anderson and Hughes would be able to give us a government rate. Jenna Mazzucca gave her rates as well.

Motion by Susan Ragan to hire Anderson & Hughes on an “as needed basis” for legal representation on library issues. Motion carried.

New Business

Election Officers

Motion by Connie DeLuca to elect Dick Isenberger, President; Susan Ragan, Vice President; and Cheryl Pearce-Trujillo, secretary, and Connie DeLuca, treasurer. Motion carried.

Review of the Bylaws for the Southern Chaffee County Region Library District
- The state governing board is still looking at remote access for meetings under Article 6: Meetings, specific to how voting can happen. The BOT may review these again if there is a decision at the state level.
Meeting Adjourned at 4 p.m.

Next Regular Meeting: Tuesday, February 26, 2019, at 5 p.m.

Submitted by:
Cheryl Pearce-Trujillo

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