Salida Regional Library
Board of Trustees Meeting Minutes
May 28, 2019

The regular meeting of the Salida Regional Library Board of Trustees was held at the Library on Tuesday, May 28, 2019. Dick Isenberger, Gloria Broudy, Connie DeLuca, Susan Ragan, Cheryl Pearce-Trujillo and Director Susan Matthews were in attendance. Dick Isenberger called the meeting to order at 1:00 p.m. and Cheryl Pearce-Trujillo recorded the minutes of the meeting.

*D.J. DeJong from the Mtn Mail was in attendance

Minutes

Motion by Connie DeLuca to approve the April 23, 2019, Regular BOT minutes. Motion carried.

Financial Report

Motion by Gloria Broudy to approve the April 2019, financial report. Motion carried.

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

Motion by Susan Ragan to approve the 4/1/2019 through 4/30/2019, bills per the attached list. Motion carried

Public Comment

None

Officer’s Report

None

Director’s Report

- Overview of meetings/conferences Susan attended in May.
  - Many public libraries are working to make sure employees are trained and knowledgeable on all jobs done in the library.
  - Staff and director evaluations are typically 360 evaluations. Some libraries are going away from this type of evaluation system in favor of LIF which create with more of a conversation with the individual being evaluated. Goal-setting is then done at the end of that process.
Colorado Association of Libraries (CAL) will be opening up more board (trustee) training sessions. Susan would like to explore joining CAL as a library vs individual membership.

Colorado Department of Education (CDE) is adding libraries to their strategic plan. This is in an exploratory phase.

- Tabor 3%. Susan is looking at whether or not to keep it noted in the audit or add it to the 2020 budget as a line item.
- Wall for patron holds. Susan is looking at a better system for organizing the patron media/material holds and is awaiting the cost.
- Notary Public. Susan wants to have Amy trained in the fall and have that service available on certain days per month for a small fee.
- Employee Handbook. Susan is changing of adding to Leave section that no more than “X” number of shifts may be taken off consecutively. She will present the changes to the board in a future BOT meeting.
- Susan is giving staff an opportunity to offer what their “ideal” schedule would look like. She will then create a master schedule based on duties, longevity and merit.
- New phones will be purchased in June from Colorado Central Telecom.
- Library staff will be participating in the 2019 FIBArk Parade.
- Bids for the cleaning contract will be taken for this facility.
- Scheduling for meeting rooms in the new building and whether there would be a charge based on for profit/nonprofit requests is still a discussion. Susan is looking at what other libraries are using as policies.
- Donor Support. Giving Tree ideas were discussed along with donation increments as leaves that represent donor levels. Susan will send a link for trustees to look at and continue to give input for approval in a future meeting.

**Action Items and Unfinished Business**

**Expansion Updates**

- Asbestos abatement will start May 31st and finish June 1st. Those who’ve purchased the windows will have to have them out by June 9th. Library parking spots in front of the building will have a dumpster there for the abatement.
- Plans from HP Arch were re-vamped again. The exterior facade will be entirely brick. The back of the new building on the south side will be completely cemented to prevent water from back flowing to the foundation.
- We are still waiting for the updated timeline.

**Cecilia Williams - Texas Land Update**

- A contract for payment $3333.00 has been signed. This allows The Bellomy Group to explore mineral and oil deposits on the parcel of property in Texas that was bequeathed to the SRL.
Auditor Report

- Susan asked the auditor to make corrections to the typos that she found in the audit.
- Susan also clarified the “other assets” item on page 5 encompasses the tax base and is also shown in the section titled “Our Budget” for the current year and the ad valorem tax is duplicated in Deferred inflow of resources. (in other words, the tax is being counted twice in one year for the overall income, but also shows an equal amount of deferred dollars to the next year). In December of each year, paperwork is sent to the commissioners and is explained. This information need only be referenced on paper.
- Page 7 $199,899 is shown as restricted, but Susan thought the amount was closer to $89,000.
- The auditor will send it in to the State after the June BOT meeting.

Meeting Times

- Meeting times for this and future Board of Trustee meetings were posted on the SRL website and in the library lobby showing the change from 5:00 pm to 1:00 pm.

Meeting Adjourned at 2:05 p.m.

Next Regular Meeting: Tuesday, June 25, 2019, at 1 p.m.

Submitted by:
Cheryl Pearce-Trujillo

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