Salida Regional Library  
Board of Trustees Meeting Minutes  
June 25, 2019

The regular meeting of the Salida Regional Library Board of Trustees was held at the Library on Tuesday, June 25, 2019. Dick Isenberger, Gloria Broudy, 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.

Minutes

Motion by Susan Ragan to approve the May 28, 2019, Regular BOT minutes. Motion carried.

Financial Report

Motion by Susan Ragan to approve the May 2019, financial report. Motion carried.

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

Motion by Susan Ragan to approve the 5/1/2019 through 5/31/2019, bills per the attached list. Motion carried

Public Comment

None

Officer’s Report

None

Director’s Report

- Colorado Association of Libraries Conference (CALCON) is September 19-21, 2019. The Board of Trustees workshops will be on September 20. Susan would like a trustee or trustees to attend.
- Employee Handbook changes have been finalized in the Leave section specific to how much time consecutive time can be taken off under Vacation item 10D. Language was added to specify the amount of leave an employee can take consecutively, as well as how employees can request leave.
- Book sales will be halted after September since the expansion project command base will be in annex. No donations will be accepted until after expansion project is complete.
The ongoing sale in the downstairs room will continue year around with volunteers running it.

- **Program updates:**
  - Summer stats thus far:
    - STEM for Girls has been booked up with a waiting list. Twelve slots were available for each session.
    - #1 CSI: Detective Martellaro discussed & showed fingerprinting and crime scene procedures
    - #2 Bioengineering & mechanical engineering
    - #3 Movie Magic
    - #4 Escape Room
    - Craft with Schuyler: 13 kids
    - Adult book clubs: 2 sessions to choose from. Ten participants/book club is allowed.
    - Children’s book club: between 4 & 8 at each session
    - Individual tech help sessions: May/June = 11 sessions
    - Summer Reading (signed up):
      - Childrens 312
      - Teen 44
      - Adults 14
    - Ventriloquist: 93
    - Magicians: 120
    - Author visit (Tracy Beach): 10
  - Staff meeting on June 27th is planned. We will be discussing fall scheduling, setting goals, and work schedules/hours.
    - SRL were in FIBArk parade.
    - SRL will have a partnership with the new school starting up in Poncha (0-5 years) and will expand GRT (Growing Readers Together)
    - Susan has had a couple of hygiene conversations with patrons
    - The Buena Vista Library will be having a position open since their Director left Friday, June 18th.

**Action Items and Unfinished Business**

**Expansion Updates**

- Communication conference call Humphries-Poli (Ben), H.W. Houston and Susan
  - Structural engineer company reported that sheet piling was needed to stabilize the soil and safely excavate the basement at least 13 feet down on the side of the property in proximity to neighbors on the south. This will require an additional $150,000 over the original estimate. Susan requested some other less costly options be explored. HW Houston was going to solicit other ideas and bids.
The second variance request for the additional 200 sq. ft. for the expansion will be placed before the City of Salida Board of Adjustments on July 22nd. Both Susan and Dick will attend.

- Demo permit. This is the next step after abatement and signatures from the various inspectors are required on the abatement paperwork.
- Building permit. The city and county have the building permit application but it is held up by the addendum for the second variance request. The city and county will send questions to HW and will wait to hear from the variance committee’s meeting July 22nd for 52% vs 50% sq ft.
- All builds close on July 26 and new hard numbers will be given to us by HW Houston shortly after that.
- Abatement will be completed on June 27. The targeted demo date is July 8th and will take two weeks. HWH will put fencing up around the construction site.
- HWH will store materials on Denise and Rob Wikoff’s property on County Road 107.
- Onsite super. Edwin will be onsite super.
- Susan wants to be copied on all correspondence to anyone related to the project.

**CALCON**
- Interested trustees can let Susan know if they want to attend and will need lodging.

**Auditor-Specifically Restricted Dollars**
- Susan and the auditor clarified that previous references in the auditor’s report attached to Carrie Braswell were restrict dollars.

**Donors**
- We will begin looking at a letter campaign outlining donation levels. We do have a patron who might be able to design and donate his artisan skills for the donor tree we are considering or other pieces that the library would like to include in the expansion.

**New Business**

**Director Evaluation**
- Cheryl and Susan will meet and review the Director evaluation tool and process used for by the staff and BOT

Meeting Adjourned at 2:05 p.m.

Next Regular Meeting: Tuesday, July 23, 2019, at 1 p.m.

Submitted by:
Cheryl Pearce-Trujillo