Salida Regional Library
Board of Trustees Meeting Minutes
September 24, 2019

The regular meeting of the Salida Regional Library Board of Trustees was held at the Library on Tuesday, September 24, 2019. Dick Isenberger, Connie DeLuca, Susan Ragan, Gloria Broudy, 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 August 27, 2019, Regular BOT minutes. Motion carried.

Financial Report

After review of the August 2019 financial report, motion by Connie DeLuca to approve. Motion carried.

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

After review of the 8/1/2019 through 8/31/2019, bills per the attached list, motion by Connie DeLuca to approve. Motion carried.

Public Comment

None

Officer’s Report

None

Director’s Report

● Susan will attend the Marmot User Group (MUG) Conference the week of September 30th for one night and two days. Amy Potts will go with her to this conference in Grand Junction.
● The Salida Tree Board gave the SRL permission to plant a new tree in the spring replacing the dead tree in front. The city will take the tree out.
● Amy Potts has become a Notary Public. We are hoping to offer this as a service starting in January 2020. There will be a small fee charged and a specific schedule for when the service is offered. Details are being worked out.
The State Historical Grant Society was contacted about a grant that would allow fixing the exterior stucco and doing window repair. The state may not allow funding for the stucco project since they had granted money previously for this repair. Bids for the window repair are totaling about $43,000.00.

Book donations are not being accepted until after the expansion construction is over. The space is needed to house books, furniture, etc, that will need to be moved when the library thoroughfares are knocked down. Susan said that she and staff members are looking at how best to use the storage space in the future.

Staffing needs, schedules and hours are being considered after completion of the expansion project.

Susan suggested changing the November BOT meeting since it will fall during the week of Thanksgiving. The November meeting will take place December 3, 2019.

Damage to the exterior wall of the library incurred during demo will be fixed on Wednesday, September 25th.

**Action Items and Unfinished Business**

**Expansion Updates**
- Shoring work on the expansion foundation is almost done and the concrete for it should be poured today.
- Susan saw Dennis Humphries at CALCON and explained issues she’s encountered with his team on timelines, changes and updates to the plans needed for permits and the need to look for cost savings in the project. He agreed to keep his team on task.
- Everything should now have been sent to the county (Dan Swallow) so we can get our foundation permit. Everything was submitted this morning (September 24, 2019). Susan said she would be calling Dan Swallow to be sure there is nothing outstanding.
- Susan will send a planning/work schedule to all board members once the permit is in hand.
- Scott Reid, site manager, was asked if he thought the expansion project would be enclosed by Christmas. He stated that it was dependent upon when the concrete foundation could be poured. It seems doubtful.

**Director’s Evaluation**
- Cheryl explained to the trustees the results of Susan’s evaluation. She asked the board to look at the results and comments for discussion in next month’s meeting.

**New Business**

**Budget - First Draft**

**General comments:**
- Increased line items
  - Ad Valorem tax projection
  - Utilities: due to expansion space – electric, janitorial, gas, etc.
○ Repair & Maintenance – we may not be able to get a Historical Grant for the stucco outside because it may have been one of the line items designated in the 1996 grant application. They will not duplicate items – still investigating.
○ Need to paint
○ Furnishings – there may be some items we need to purchase for new area or replace in current library if used in new library
○ Chairs for meeting room (foldable) & cart replacements (current ones old and loud)
○ Treasurer’s fees – we calculate at a rate of just over 3% of our Ad Valorem $’s.
○ Staff wages – small increase for adding a part time Assistant Children’s librarian
○ Contingency – this is really our “TABOR” line item – state requires we keep 3% of spending

Decreased line items

• Interest income – based on what will be kept in general beginning of 2020. End of Year 2019 excess will be transferred to Future Projects (FP).
• Specific Ownership B & E – trend is decreasing
• Periodicals/ Magazines – some titles no longer being printed, discontinued, or not circulating.
• Videos/DVDs – space – waiting to see how much space we have after the reconfiguration from remodel
• Some “operations” had a slight decrease

Conference Highlights (Colorado Association of Libraries Conference)

• Susan, Connie and Cheryl attended the CALCON conference in Loveland, CO, from September 18th - 21st and gave brief summaries of the sessions each attended.
  ○ Susan attended eight sessions and gained a wealth of knowledge and ideas that can immediately be implemented as best case practices like shredding documents with patron’s names and information. Other items will require written policy before putting into practice. She felt that this was one of the better CALCON conferences she had attended and that the new organizers did an excellent job of providing sessions that were more relevant to information she was looking for.
  ○ Connie attended three sessions in the trustee track. She spoke about the Local Relations session where the idea of having the library director giving a once a year presentation to community groups. The session on library security was also informative as was the session on staff training and how to make sure patrons understand posted patron conduct codes.
  ○ Cheryl also attended three trustee sessions and thought the information about BOT by-laws was important with regard to specific wording about the selection of and dismissal of trustees. The session dealing with director evaluations reinforced the various tools and methods that libraries are using and how to
construct evaluation tools that measure meaningful performance areas by both staff and trustees about the library director.

Leaded Windows - Methodist Church

- Dick Isenberger asked the BOT to consider submitting a letter of support to the State Historical Society for a grant proposal that the Methodist Church is submitting in order to repair a stained glass window that poses some risk to pedestrians who walk by their building. The rationale for the letter of support is that the Methodist Church has been a good neighbor and also allows library patrons to use their parking lot adjacent to the church.

Motion by Susan Ragan for the SRL to write a letter of support to repair the stained glass window to the State Historical Society with Dick Isenberger being the author of the letter. Motion carried.

Meeting Adjourned at 3:20 p.m.

Next Regular Meeting: Tuesday, October 29, 2019, at 1 p.m.

Submitted by:
Cheryl Pearce-Trujillo

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