The regular meeting of the Salida Regional Library Board of Trustees was held at the Library on Tuesday, October 29, 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 Susie Ragan to approve the September 24, 2019, Regular BOT minutes. Motion carried.

Financial Report

After review of the September 2019 financial report, a motion to approve was made by Connie DeLuca. Motion carried.

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

After review of the 9/1/2019 through 9/30/2019, bills per the attached list, a motion to approve was made by Susan Ragan. Motion carried.

Public Comment

None

Officer’s Report

None

Director’s Report

- Susan and Joy Jackson designed notecards which feature historic aspects of Salida. These will be sold as a fundraiser.
- Crystal Schimpf with State Libraries was in town on October 15th. She discussed privacy law-changes to our policy. She also reviewed the Board of Trustee by-laws, explained some trends and offered minor changes.
- Fall staff training is set for December 12th from 2 - 6 pm.
- Mont Brown was recently hired to replace Lanette Hartman.
- The heat is back on after a brief period of being off due to moving the gas line.
• The Growing Readers Together Grant-GRT ($5000.00) and the State Grant ($5500.00) have been awarded. The State Grant is $1000 more last year’s amount.
• Susan gave a health insurance update. After doing some research she decided to stay with Rocky Mountain Healthcare.
• Several libraries will be piloting the concept of “Fine Free” practices during 2020. Fine free meaning only no fines on overdue items. Items lost or damaged would still incur charges. Most libraries that were contacted said that they were looking for trends &/or findings based on: 1) were libraries used more; 2) has the amount of money yielded from fines changed/budgetary impacts?
• The damaged upstairs wall, in the fiction stacks area, has been repaired. The painting was done by P&G Painting who was contacted by the demo company and asked to redo some of their work to Susan’s satisfaction.
• Fire inspections were completed in October.
• Susan is looking for a security system for the DVD collection, specifically.

Action Items and Unfinished Business

Expansion Updates
• Connie DeLuca and Dick Isenberger received a final construction timeline from H.W. Houston that is estimating late April of 2020 as the finishing date. They will add the financials to it by November 15, 2019.
• OAC (Owner, Architect, and Construction Company) meets every two weeks. Monday, November 2, begins the foundation work. The concrete budget was dropped by $50,000 and that amount moved into the contingency portion of the Future Projects budget.
• Fire-rated doors were discussed and a change was made to door type.
• Late January 2020 will begin the movement of the basement in anticipation of creating the opening to the expansion. The children’s area will be set up as a “pop up children’s library” in the tech room so Becky can do storytime and some of the materials are available to the community.
• The H.W. Houston site manager and project manager are concerned about the neighboring house’s water dripping near the expansion site since they don’t have gutters. This will eventually create problems for the neighbor on their side of the property. HW could build a concrete diversion drain on the Kalkus side for about $800.00 - could be less- at the owner’s expense. Susan will be talking with Mr. and Mrs. Kalkus about the work on their property.

Director’s Evaluation
• Cheryl asked Susan for her responses and the overall approach that was taken to the Director’s 2019 evaluation. Susan felt that the staff evaluations were favorable. Written responses by staff which seemed unusual or misplaced in the evaluation tool were addressed by Susan in a staff meeting. She reminded staff that her door is always open for any concerns they’d like to raise. Susan felt that she is supported by the BOT. The BOT returned that endorsement and thanked her for the great job she is doing.

Policy Review-Privacy
• Library Use Confidentiality, Privacy and Removal Policy - Susan has directed the staff to shred hold slips and any document with PII (Personal Identifiable Information) on a daily basis. Crystal Schimpf reviewed this policy for minor changes.

The trustees reviewed the Privacy Policy and Susan Ragan made a motion to accept the corrections to the Library Use Confidentiality, Privacy and Removal Policy. Motion carried.

• Board of Trustees By-Laws. Crystal suggested adding an amendment to include the Intergovernmental agreement to our by-laws that specifically identifies the trustee appointment process.

New Business

Budget - Second Draft
• The trustees reviewed Susan’s 2020 budget recommendations for personnel, supplies, and services in relation to the ad Valorem tax collections and those needed areas for the expansion project. The 2020 Budget will be discussed and approved or changed at the December meeting.
• A public notice will go in The Mountain Mail the third week of November, letting the public know they can see the budget at the library and may contact the Board of Trustees before the December 3rd meeting if there are any comments or questions.

Trustee Positions & Nominations
• Dick Isenberger’s position is up at the end of December. Dick would like to continue as a trustee.

Motion to reappoint Dick Isenberger by Connie DeLuca to the SRL Board of Trustees for another five-year term. Motion carried.

Meeting Adjourned at 2:25 p.m.

Next Regular Meeting: Tuesday, December 3, 2019, at 1 p.m.

Submitted by:
Cheryl Pearce-Trujillo