Salida Regional Library  
Board of Trustees Meeting Minutes  
January 28, 2020

The regular meeting of the Salida Regional Library Board of Trustees was held at the Library on Tuesday, January 28, 2020. Dick Isenberger, Susan Ragan, Connie DeLuca, 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 Connie DeLuca to approve the December 3, 2019, Regular BOT minutes. Motion carried.

Motion by Susan Ragan to approve the December 5, 2019, Special BOT minutes. Motion carried.

Financial Report

After review of the financial reports for November 2019, a motion to approve was made by Susan Ragan. Motion carried.

After review of the financial reports for December 2019, a motion to approve was made by Susan Ragan. Motion carried.

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

After review of the 11/1/2019 through 11/30/2019 bills per the attached lists, a motion to approve was made by Cheryl Pearce-Trujillo. Motion carried.

After review of the 12/1/2019 through 12/31/2019 bills per the attached lists, a motion to approve was made by Connie DeLuca. Motion carried.

Public Comment

None

Officer’s Report

None

Director’s Report
• **Census** - Susan attended a County meeting where it was discussed what public entities could do to help make sure all community members answered the 2020 Census. She has applied for a grant through CLiC to get some Chromebooks to have for online access. She has talked with staff and volunteers about working on a schedule to allow specific times for census access help.

• **The CLiC Directors** meeting is in Pueblo on Wednesday, January 29th and the regional CLiC meeting in BV on February 4th.

• **Program Room** - The Policy committee met and we have the first draft of a policy and will have it on the agenda for BOT February. Susan has set up Google calendars for scheduling reservations for the four different rooms. She said that she is thinking of possibly having The Anderson Law Group to look over it.

• **Audit** - Susan is starting to collect paperwork for the auditor and we need to sign off on the agreement.

• **State Report** - The report is almost finished and a few more stats are needed. This will be added to the February BOT meeting discussion.

• **Ice in front of the Library** - Susan has tried having it picked, and has asked the shovelers from landscape company to throw the extra snow on the flower beds, not the roadside of the yard so that it melts to the roadway. Susan purchased some saline mats, which work, but the water has nowhere to go, so it will continue to be there.

• **Expansion (Current Library Side)** - Susan has made the makeshift kids’ area in a portion of the computer room downstairs. DVDs that are not highly circulated have been moved to the Annex. Storage in Annex is filling up, so we hope to be able to move some shelving, etc., into the new basement in two weeks when framing begins. Scott Sandell and Susan have his to-do list filled up.

• **Windows in DVD Area** - Susan and Scott Reed (of HW Construction) are trying to figure out why there is moisture buildup in that area. Since we don’t have access to the outside right now we will have to put a plan in place to get it fixed.

**Action Items and Unfinished Business**

**Expansion Updates**

• Steel foundation decking is being set so a concrete pour can happen within the next week. Backfilling around the foundation, then plumbing, electrical subcontractors will be able to locate their openings/holes. The next phases will include adding insulation and multiple inspections.

**Janitorial Applications/Discussion**

• Four applications were received from individuals and companies interested in performing janitorial services at the SRL.

Susan Ragan moved to offer a contract to Cleaning Jeannies. Motion carried.

**New Business**

**Election of Board Officers**
Motion by Cheryl Pearce-Trujillo to elect Dick Isenburger, President; Susan Ragan, Vice President; and Cheryl Pearce-Trujillo, secretary; Connie DeLuca and Gloria Broudy as co-treasurers. Motion carried.

Meeting Adjourned at 2:05 p.m.

Next Regular Meeting: Tuesday, February 25, 2020, at 1 p.m.

Submitted by:
Cheryl Pearce-Trujillo

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