The regular meeting of the Salida Regional Library Board of Trustees was held at the Library on Tuesday, February 25, 2020. Dick Isenberger, 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 Susie Ragan to approve the January 28, 2020, Regular BOT minutes. Motion carried.

Financial Report

After review of the financial reports for January 2020, a motion to approve was made by Cheryl Pearce-Trujillo. Motion carried.

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

After review of the 1/1/2020 through 1/31/2020 bills per the attached lists, a motion to approve was made by Susie Ragan. Motion carried.

Public Comment

None

Officer’s Report

None

Director’s Report

- We have submitted all the paperwork requested thus far to the auditor and we are waiting to see if any more papers will be requested. We received a letter from the State Auditor asking two specific questions: About what the name/type of account Future Projects was and who authorizes and amends terms for pensions. We are not doing anything wrong regarding the Future Projects account; it is just the name and whether or not it is in the correct category. The BOT makes the choices regarding the amended terms for pensions and this is also being looked at by our auditor.
- Susan would like to start working on a “Facilities Maintenance Plan”. There are certain items that we need to specify when they need to be evaluated: i.e. interior paint, flooring, exterior stucco, washing, etc. Susan will contact other libraries to see what their plans look like.
New:
  ○ Readers Advisory online is on the website where patrons can send requests for book suggestions and Joy and TaAnna will respond to the emails.
  ○ Susan is getting Census2020 materials to the staff so they can be informed (happening at Feb 27th meeting) by using Chromebooks from a grant Susan applied for and received. Susan will work with the volunteers and begin to advertise in the newspaper that the SRL is a Census2020 partner.
  ○ Spring training will take place in April. We will be adding a Salida Historic tour for the SRL staff given by Steve Chapman free of charge so employees will be more familiar with the history of Salida.
  ○ We are looking at where we are regarding programming and the expansion project so we can adjust our expectations.

Evaluations - Susan is looking at tools to use with staff. We had mentioned in the fall about also revamping the Director evaluation tool. Do we need a committee or a special meeting to discuss?
  ○ Cheryl suggested maybe meeting with a couple of staff in a brief meeting to get their ideas. She is looking at scaling back the Staff Evaluation of the Director to maybe three sections.

Other:
  ○ Susan met with Cecilia LaFrance, the new BV Library Director on Tuesday, Feb 18th
  ○ Susan attended Webinar for Census education on February 20th
  ○ Expansion – moving the shelves around, what we will need to add/order, etc.
    ○ Closing Thursday, February 27th until 5 pm, will be open 5-8:30 pm
    ○ OAC meeting changed from Feb. 25th to March 3rd, then back on a regular schedule
  ○ Joy has updated the “Endowment” page. We were told by Jim Bonga’s son that $5,000 would be coming to SRL per his dad’s estate.
  ○ We want to look at updating Employee handbook, specifically: smoking/vaping, PTO (sick/vacation)

Action Items and Unfinished Business

Expansion Updates
  ● Wall into the vestibule will be removed on February 27th to frame the doorway and remove the windows. Boards will be put in place to prevent people from going from the main library to the expansion.
  ● A walkthrough will be conducted with the OAC committee on Tuesday March 2, 2020. After the “nail” inspection on Monday, March 1st, the internal walls and roofing will begin on Tuesday and Wednesday.
  ● The ducts and conduit work is in progress.

New Business
Policy Review: Behavior and Investment

The BOT reviewed both policies and found there to be no corrections or revisions.

Motion by Cheryl Pearce-Trujillo to reapprove the Behavior Policy. Motion carried.

Motion by Cheryl Pearce-Trujillo to reapprove the Investment Policy. Motion carried.

Review of the new policy for meeting room reservations

The BOT reviewed and revised the draft of the Meeting Room Guidelines for the meeting and program rooms in the new expansion. The BOT directed Susan to consult with the Anderson Law Firm about some of the details contained in the program use sections. Dick Isenberger would like to have this policy revised for approval in the April BOT meeting for implementation in June 2020.

Meeting Adjourned at 2:53 p.m.

Next Regular Meeting: Tuesday, March 31, 2020, at 1 p.m.

Submitted by:
Cheryl Pearce-Trujillo

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