Salida Regional Library
Board of Trustees Meeting Minutes
March 31, 2020

The regular meeting of the Salida Regional Library Board of Trustees was held via Zoom on Tuesday, March 31, 2020, in accordance with Governor Jared Polis’ “stay at home” order issued Wednesday, March 25, 2020. Dick Isenberger, Susan Ragan, Gloria Broudy, Connie Deluca, Cheryl Pearce-Trujillo and Director Susan Matthews attended the meeting using the Zoom platform. No members were physically present in one room in observance of social distancing. Dick Isenberger called the meeting to order at 1:00 p.m. and Cheryl Pearce-Trujillo recorded the minutes of the meeting, Susan Matthews initiated the meeting.

Minutes

Motion by Connie DeLuca to approve the February 25, 2020, Regular BOT minutes. Motion carried.

Motion by Connie DeLuca to approve the March 17, 2020, Special BOT minutes. Motion carried.

Financial Report

After review of the financial reports for February 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 2/1/2020 through 2/29/2020 bills per the attached lists, a motion to approve was made by Gloria Broudy. Motion carried.

Public Comment

None

Officer’s Report

None

Director’s Report
Susan clarified the current approach to the Stay At Home that the SRL is using and with guidance from the Chaffee County Public Emergency Health and Preparedness Task Force.

○ Phase #1 - Stay At Home. SRL staff delivered “Holds” to patrons with notice ahead of deliveries and while maintaining safe distances. SRL is reviewing how to open the Book Drop and how to sanitize materials. Staff is constantly updating the SRL Website with information on eBooks, Overdrive, and subscriptions to various newspapers that have been added.

○ Phase #2 - Curbside Service after Stay At Home is lifted. SRL staff is developing a plan for how books, etc., can safely be distributed to that people so that they don’t come into the actual library and can email or phone in requests that would be delivered to patrons waiting outside of the library.

○ Phase #3 - Computer Use Policy after Stay At Home is lifted or relaxed. Susan is working on developing a “by appointment ONLY” policy that allows a few patrons at a time while social distancing to access computers.

○ Phase #4 - Recession impact causing budgetary constraints. This will be studied as property taxes have been deferred until June.

Sick Leave. Susan explained that employees were given two weeks of paid leave for hours they would have otherwise worked during the Stay At Home mandate. However, beginning April 6th, employees had to use their sick leave in order to be paid for hours they would have otherwise worked. It is too soon to tell what the impact of the Stay At Home orders will have on employee wages and whether or not they will have to use vacation time to supplement their salaries.

Action Items and Unfinished Business

Expansion Updates

• Scott Reed wasn’t feeling well and had to go home for the rest of the week. Becky, Scott, and Susan began moving materials and were looking at a schedule for painting the areas in the current library that weren’t in the contract with HW Houston.

• Rough interior framing is underway so that the inspection can continue on schedule.

• Air Conditioning units have been set.

• 4.6 insulation and drywall along with exterior painting will happen in the next couple of weeks.

• Exterior brick and windows on the expansion have been completed except in the vestibule area.

Final Draft of Meeting Room Reservation Policy

Susan presented the final draft of the Meeting Room Reservation Policy. After minor corrections, a motion was made by Susan Ragan to approve the Meeting Room Reservation Policy. Motion carried.

New Business

Policy Review: Study Room
The BOT reviewed the policy and a motion was made by Susan Ragan to approve the Study Room policy. Motion carried.

Policy Review: Record Confidentiality

The BOT reviewed the Record Confidentiality policy and a motion was by Susan Ragan to approve the policy. Motion carried.

Policy Review: Materials Selection and Deselection

The BOT reviewed the Materials Selection and Deselection policy and a motion was made by Gloria Broudy to approve the policy. Motion carried.

Review: Bylaws for the Southern Chaffee County Regional Library District

After review of the Bylaws for the Southern Chaffee County Regional Library District, an amendment to Article 6 Meetings, was made to include the allowance of remote/video options for regular and special meetings, and voting via visual and voice options. A motion was made by Cheryl Pearce-Trujillo to approve the amendments to the by-laws. Motion carried.

Meeting Adjourned at 2:20 p.m.

Next Regular Meeting: April 28, 2020, at 1 p.m. via visual/voice platform TBD.

Submitted by:
Cheryl Pearce-Trujillo

______________________________  ______________________________
______________________________  ______________________________
______________________________  ______________________________
______________________________