The regular meeting of the Salida Regional Library Board of Trustees was held via GoToMeeting (virtual format) on Tuesday, April 28, 2020, in accordance with Governor Jared Polis’s “Stay Safe at Home” order issued Monday, April 27, 2020. Dick Isenberger, Susan Ragan, Gloria Broudy, Connie Deluca, Cheryl Pearce-Trujillo, and Director Susan Matthews attended the meeting using the GoToMeeting 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 March 31, 2020, Regular BOT minutes as amended. Motion carried.

Financial Report

After review of the financial reports for March 2020, 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 3/1/2020 through 3/31/2020 bills per the attached lists, a motion to approve was made by Susan Ragan. Motion carried.

Public Comment

None

Officer’s Report

None

Director’s Report

- Susan reported that she’s had several virtual meetings in the last few weeks with grant groups, other state library directors, CLiC and regional directors, state library officials, etc.
- She is continuing to add online resource options and will upload a virtual tour of expansion up by Friday, May 1st, How To’s on the SRL YouTube Channel are being done by various staff as are Miss Becky’s Story Time segments.
There will be a staff meeting Thursday, April 30th, at 2:30 p.m. with the option of in-person or participation in a virtual format, discussing the reopening plan, construction, etc.

Susan had Amy call all the staff to see how they were doing (especially people who have not been to work) and to touch base with them about what they need to know the safety measures that will be in place once we do reopen.

Susan has worked on a reopening plan and wrote an “At the Library” article for publication in the Mountain Mail.

COVID-19
- Curbside Service for patrons picking up and returning materials has been smooth and well-received.
- Revamping plans to have more consistent hours and staff as needed, etc.
- Thank-you notes and messages have been received from the community.
- Susan had a conversation with Andrea Carlstrom at CCPH and told her that she was NOT OK with being listed as opening 50% on May 1. In her talk with the County and BV library about it, Susan expressed that the lack of communication on County’s part that advertising libraries would be open had led to much frustration and immediate troubleshooting to inform the public that the SRL will not be open.

Jessie & Josh Smith designed Dr. Seuss signs for the main entrance door.

Action Items and Unfinished Business

Expansion Updates

Susan is in constant contact with the HW Houston Project Manager, Edwin Clawson. Some questions/concerns she is exploring have to do with the remainder of the construction timeline, getting notice ahead of time if we need to be out of an area, when electricity is to be turned off for any phase of the construction, etc.

We can’t physically open the doors right now because of drywall dust, electric work, having moved books to accommodate other areas, etc., so having fewer employees in the building has been good.

Is it best to stay closed until the project is finished or at the end of May have short hours if we are “back open” after Governor Polis’s directives?

New Business

Employee Handbook Review

The following sections will contain corrections as presented by Susan.
- Reformating the Table of Contents with the correct sections
- Section 2 - Additions/corrections to Professional Conduct
- Section 4 - Additions/corrections Smoking/Drugs/Alcohol
- Section 18 - Add and update Emergency Closing Information
- Section 20 - Add wording for Performance Evaluations
After review and amendments to the sections discussed, Cheryl Pearce-Trujillo moved to approve the Employee Handbook as amended. Motion Carried.

Employee Thank You for Staying Strong

- Cheryl Pearce-Trujillo suggested that $50.00 in a gift card be given to each employee as a Thank You for Staying Strong through these last few months. She offered to write the thank you notes and purchase the gift cards (with the SRL credit card) for immediate distribution. The trustees agreed.

Meeting Adjourned at 2:30 p.m.

Next Regular Meeting: Tuesday, May 26, 2020, at 1 p.m. via visual/voice platform GoToMeeting.

Submitted by:
Cheryl Pearce-Trujillo