

**Salida Regional Library
Board of Trustees Meeting Minutes
January 26, 2021**

The regular meeting of the Salida Regional Library Board of Trustees was held via the GoToMeeting (virtual format) based on allowances from Governor Jared Polis's "Safer at Home" order issued Monday, April 27, 2020. Susan Matthews, Susan Ragan, Gloria Broudy, Connie DeLuca, and Cheryl Pearce-Trujillo attended the meeting using the GoToMeeting platform. Matt Burkley was absent. Susan Matthews initiated the meeting, Susan Ragan, acting president, called the meeting to order at 1:00 p.m., and Cheryl Pearce-Trujillo recorded the minutes of the meeting.

Minutes

Motion by Gloria Broudy to approve the December 1st, 2020, Regular BOT minutes. Motion carried.

Financial Report

After a review of the financial reports for November 2020, Connie DeLuca made a motion to approve. Motion carried.

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

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

A review of the 11/1/2020 through 11/30/2020 bills per the attached lists was conducted and Cheryl Pearce-Trujillo made a motion to approve. Motion carried.

A review of the 12/1/2020 through 12/31/2020 bills per the attached lists was conducted and Gloria Broudy made a motion to approve. Motion carried.

Public Comment

- None

Officer's Report

- None

Director's Report

- Susan reported that:
 - The state library retention specialist came to look at old documents that we have in storage to give us an idea of what we need to keep and shred. Her services will cost \$11,000 so Susan said that she will be working on this project as time allows. She will not be hiring the state retention specialist's services.
 - Rocky Mountain Health Plan (Health Insurance) will no longer be offering group plans starting Jan 1, 2022. Susan will be getting quotes again from CEBT- Jim Hermann and another company to receive a quote from as a comparison. The decision will be made later in the year as to which direction to go for employee health insurance carriers.
 - she is contacting the auditor this month to set up our audit for some time in the spring
 - she is waiting on word of vaccine shots for library employees and believes that they will be included in the new 1c vaccination tier that also includes teachers.
 - a group of 5 staff members and Susan will begin to work on a PTO proposal – moving from Sick/vacation time off to Personal Time Off. The first meeting is on February 17th.

- Upcoming projects on Susan's to-do list includes working on:
 - the State report identifying SRL's usage, circulation, tech, website, etc.
 - the new strategic plan
 - updated demographics for our users
 - a survey (hard copy and online)
 - format/outline of the plan
 - a tech plan with Kristin and Casey Talbert (eComputer Tech) and ordering of equipment to replace old: computer lab, circulation computers, and staff computers for Amy, Alison, Becky.
 - GRT (Growing Readers Together) Grant. The 2021 application process is different than previous years and has different criteria. Two employees will be working with Susan to set goals and a budget for the application.

Action Items and Unfinished Business

2021 Calendar Discussion

- Susan updated the BOT meeting calendar with revisions to the development of the Strategic Plan process and dates for review.

New Business

Strategic Plan Outline

- January 2021
 - Part 1 - Mission/Vision Overview
 - Community Survey- review the format and community input sections included in the survey
 - Strategic Plan timeline
- February 2021

- Library Staff meeting seeking input/ideas to add to community survey (already done)
- March/April 2021
 - Discussions in a group format or via virtual meetings
 - Surveys handed out (hard copies and electronically) and submissions accepted how/where
- May 2021
 - Goals and Objectives set based on compiled information based on BOT and staff discussions
- June 2021
 - The plan drafted by Director and follow-up discussion with BOT
- July 2021
 - The Strategic Plan will be completed

Election of BOT Officers

Acting president, Susan Ragan, proposed a slate of officers for a one-year term. Connie DeLuca, President; Susan Ragan, Vice-President; Cheryl Pearce-Trujillo, Secretary; Gloria Broudy, Treasurer/Finance Committee Chair. All trustees can sit in on Finance Committee meetings.

Cheryl Pearce-Trujillo moved to accept the proposed slate of officers for a one-year term. Connie DeLuca seconded the motion. Motion carried.

Next Regular Meeting: Tuesday, February 23, 2021, at 1 p.m. by using the visual/voice platform GoToMeeting.

Gloria Broudy made a motion to adjourn. Motion carried.

Meeting Adjourned at 2:15 p.m.

Submitted by:
Cheryl Pearce-Trujillo
