

6

**Salida Regional Library
Board of Trustees Meeting Minutes**

February 22, 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, Matt Burkley, and Cheryl Pearce-Trujillo attended the meeting using the GoToMeeting platform. Connie DeLuca called the meeting to order at 1:00 p.m., and Cheryl Pearce-Trujillo recorded the minutes of the meeting.

Minutes

Motion by Susan Ragan to approve the January 26, 2021, Regular BOT minutes. Motion carried.

Financial Report

After a review of the financial reports for January 2021, Susan Ragan made a motion to approve. Motion carried.

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

A review of the 01/1/2021 through 01/31/2021 bills per the attached lists was conducted and Cheryl Pearce-Trujillo made a motion to approve. Motion carried.

Public Comment

- None

Officer's Report

- None

Director's Report

- Susan reported that:
 - the first Personal Time Off (PTO) meeting with the staff was held on February 17th. The next meeting is on March 17th. Susan and the staff discussed and reviewed what similar counties, cities, library districts do as well as what everyone liked and disliked about how other areas deal with PTO. At the next

- meeting, the committee will share ideas, start to formulate a plan, and then get into details and specifics of how to move forward.
- the State report was revamped from years past. This year, due to COVID, it is a lot more detailed in what information is required for SRL to provide. Susan is working on generating/breaking down the information they are requesting. She hopes to have it done by the end of the month.
 - she is discussing with staff what “going back to normal” may look like and when we could possibly expect as health and social restrictions are relaxed. Susan would like to use May as a transition month by increasing patron use of the library (browsing), adding more computer access in the lab, and bringing back in-person programs.
 - there is a staff work schedule planned out for June 1 that addresses the operating times as we go back to normal hours.
 - she would like to have a discussion about a GRAND OPENING for the Expansion Project since we had to set it aside last summer because of COVID. She would like input from the trustees as to whether we should try and plan this for June and what this event should look like. **The trustees suggested that we have some direction from Andrea Carlstrom, Director of Public Health, about what in-person allowances would be for such an event before making any plans.
 - all staff has received their first COVID vaccine shot. Susan is planning on closing the afternoon of March 5th, for staff to get their second vaccination. Also, staff will be on call for Saturday, March 6th, in case any staff are ill due to possible side-effects of the shot.
 - shared an incident that happened with a patron. The individual might have had a mental health issue and was dealt with compassion as law enforcement was contacted for consulting on how they suggest mental health related issues are handled. There was no major disruption and no one was endangered.
 - The Summer Reading Program theme is Tails and Tales. Several activities will be scheduled for children around this theme.
 - Susan was contacted regarding the oil lease in Texas for tax purposes and financial paperwork.

Action Items and Unfinished Business

Strategic Plan Plan

- Susan reported that she is currently working to identify the community and patron demographics. A survey has been given and more than 100 people have responded. She will be trying to expand the number of responses by advertising in the paper and on the website that this survey is open through the end of the month.

Health Insurance Update

- Susan had meetings with and received quotes from two companies, Aetna and CEBT. CEBT is most comparable and she chose to go with them. They need 75% of staff to enroll, we have met that requirement. The fourth employee has CEBT through her husband's job at the City of Salida.

New Business

Policy Review

The BOT reviewed the following policies and suggested some corrections.

- Circulation Policy (reviewed 2019)

[Gloria Broudy](#) moved to reapprove this policy with corrections. Motion carried.

- Internet Use Policy (reviewed 2019)

Susan Ragan moved to reapprove this policy. Motion carried.

- Policy for Flyers (reviewed 2019)

Susan Ragan moved to reapprove this policy. Motion carried.

- Safe Child Policy (reviewed 2019)

Susan Ragan moved to reapprove this policy. Motion carried.

Next Regular Meeting: Tuesday, March 30, 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
