

Salida Regional Library
Board of Trustees Meeting Minutes
May 25, 2021

The regular meeting of the Salida Regional Library Board of Trustees was held via the GoToMeeting (virtual format). Susan Matthews, Susan Ragan, Gloria Broudy, Cheryl Pearce-Trujillo and Matt Burkley 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.

Minutes

Motion by Susan Ragan to approve the April 27, 2021, Regular BOT minutes. Motion carried.

Financial Report

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

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

The trustees reviewed the 04/1/2021 through 04/30/2021 bills per the attached lists and Gloria Broudy made a motion to approve. Motion carried.

Public Comment

- None

Officer's Report

- Susan Ragan reported that she has a sewing machine to be donated to the library for creative projects. There may be more donated in the future.

Director's Report

- Susan reported that:
 - the SRL received another gas/oil check for \$448.00.
 - she has been working on staffing/scheduling/interviews these past few weeks. It is getting harder to find people/employees, a common theme around the business community. She is looking at the structure of employee hours and options that can be used to make sure there is adequate staffing. The library will continue to close during the week at 7 p.m.
 - she finished working on the audit. After the audit is reviewed by the board, the final audit will be completed and submitted to the state.
 - the strategic plan was developed with goals/objectives and will be discussed during this board meeting.

- the PTO meeting with the staff will be on Wednesday, May 26th, with the expectation of having the final wording, and ideas to be presented to the board in the June meeting.
- she's started working on the 2022 budget. Susan will address staff issues and media/supplies specific to: salary issues, retention of employees, programming, materials, resources, etc.
- CEBT (Colorado Education Benefit Trust) will become the SRL's new insurance provider beginning in September.
- vacated positions are being filled internally first with replacing Kristen May's job as Acquisitions and Data Logger with Becky Nelson. Kristen left suddenly in May. To fill Becky's position in the children's library, Cassie Luttrell will work Monday, Tuesday, Wednesday day-shifts and storytime. Joel Atkins will work Thursday, Friday, Saturday and Sunday shifts.

Action Items and Unfinished Business

Strategic Plan Goals/Objectives - Draft 2

- Susan highlighted the goals/objectives outlined in the strategic plan. (see attached Strategic Plan document)
- Susan will add outreach to teens, young adults and Colorado Mountain College as a goal.
- Susan will also look at a possible "satellite" library location in Poncha Springs due to the continued population growth in that community.

New Business

2021 Audit

- Susan will add clarification of the categories that make up the different percentages in the audit documents.
- Susan will work with the auditor to be sure they mention the transition of account names from "Future projects" to "Reserves".

Susan Ragan made a motion to accept the 2020 Audit and file it with the state. Motion carried.

Next Regular Meeting: Tuesday, June 22, 2021, at 1 p.m. by using a hybrid meeting option where trustees can participate either in-person at the library or through the visual/voice GoToMeeting platform.

Cheryl Pearce-Trujillo made a motion to adjourn. Motion carried. Meeting Adjourned at 2:08 p.m.

Submitted by:
Cheryl Pearce-Trujillo
