

Salida Regional Library
Board of Trustees Meeting Minutes
June 22, 2021

The regular meeting of the Salida Regional Library Board of Trustees was held via a hybrid format of GoToMeeting (virtual format) and in-person at the library. Connie DeLuca, Susan Matthews, Susan Ragan, Gloria Broudy, and Matt Burkley attended the meeting using the GoToMeeting platform and Cheryl Pearce-Trujillo attended in-person at the library. 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 May 25, 2021, Regular BOT minutes. Motion carried.

Financial Report

After a review of the financial reports for May 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 05/1/2021 through 05/31/2021 bills per the attached lists and Gloria Broudy made a motion to approve. Motion carried.

Public Comment

- None

Officer's Report

- Cheryl Pearce-Trujillo reported that she is actively working with Susan on PTO language and asked the trustees to consider organizing a committee to work with Susan on creating an employee/administrative salary schedule for implementation in January 2022. Cheryl offered specific examples of help wanted ads from the Tuesday, June 22nd, 2021, Salida Mountain Mail that show a lack of competitive hourly rates the SRL pays in comparison to other local businesses. [Susan Matthews](#) is working on a comparison to other libraries with similar demographics and attributes. In order to build the 2022 budget, Cheryl stated that it would be wise to begin now in looking at how to implement not only the PTO transition, but also a salary schedule because the two correlate to each other. This fits into the Strategic Goal #4 for 2021 - 2025.

Director's Report

- Susan reported that:
 - the tree behind the library, closest to the alley, appears to be dead and may need to be removed. Susan is consulting with arborists.
 - she will begin employee evaluations on the anniversary of their hire dates.
 - she is looking to apply for a state grant that addresses internet emergency access points. She will include the county commissioners in the discussion.
 - Summer programs have been a success, especially STEM class, books clubs, craft classes.

Action Items and Unfinished Business

Strategic Plan Goals/Objectives - Draft 3

- Susan explained the changes made to the strategic plan from suggestions the trustees made in the previous BOT meeting. Matt Burkley asked how updates are conducted and suggested that the trustees receive quarterly updates. Susan said that could be easily arranged.

[Gloria Broudy](#) moved to accept the strategic plan as written and reviewed. Motion carried.

New Business

Paid Time Off (PTO) - 1st discussion

- Susan presented the new Personal Time Off language that she and the employees have worked on. This will replace the policy governing sick/vacation/personal time. The current budget includes all of the accrued sick/vacation/personal time-money that has to be held in reserve. This is considered a fiscal liability.
- A new accrual system and cashout schedule is being devised. The trustees asked questions about what other libraries use for scales, accrual rates and cash out options. Susan said that she is using several libraries for comparison before final drafts to the new policy is made. The new language will all be left in Google Drive for trustees to ask questions and make comments.

Director Evaluation

- Susan was hired in January so in order to conduct her evaluation, this should be done in January 2022 to align with the new salary schedule that is under consideration. Discussion about this topic will continue in next month's regular BOT meeting.

Next Regular Meeting: Tuesday, July 27, 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 2:12 p.m.

Submitted by:
Cheryl Pearce-Trujillo
