

Salida Regional Library
Board of Trustees Meeting Minutes
July 27, 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. Susan Matthews, Susan Ragan, Gloria Broudy, and Matt Burkley attended the meeting using the GoToMeeting platform. Connie DeLuca 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 June 22, 2021, Regular BOT minutes. Motion carried.

Financial Report

After a review of the financial reports for June 2021, Gloria Broudy made a motion to approve. Motion carried.

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

The trustees reviewed the 06/1/2021 through 06/30/2021 bills per the attached lists and Susan Ragan made a motion to approve. Motion carried.

Public Comment

- None

Officer's Report

- Cheryl Pearce-Trujillo reported that she met on July 19th, with Gloria Broudy and Susan Matthews to discuss proposed changes to the PTO policy and salary schedule. Notes from that work session have been added to the BOT packet for this meeting. She restated the need to actively move to adopt both proposals as soon as possible so Susan can include these in the 2022 budget.

Director's Report

- Susan reported that:
 - the CAL Conference will be in Loveland, September 9th - 11th, 2021- Susan will let the trustees know what the agenda will be in case anyone wants to attend
 - Rotary will come for a tour of the new addition
 - Susan will be gone July 30-August 7

- CDC will be making an announcement about new mask mandates - Susan isn't sure if our county will be introducing new mask mandates based on the an uptick of COVID cases
 - Connie asked if Longfellow Elementary School mandates younger students wearing a mask should our library require masks be worn in the kids' section. Susan said she would work closely with Andrea Carlstrom on the direction the county and school goes.
- A well-known author may be booked for a visit next June (2022) - his name will remain anonymous until Susan gets his approval
- Summer reading totals included adults - 15, teens - 20; kids - 300
 - Thursday, July 28th will be the culminating activity.

Action Items and Unfinished Business

Personal Time Off (PTO) Discussion/Changes

- Susan presented the trustees with PTO Draft #2 policy and the accrual chart for final consideration. Susan gave the updated amount of the maximum payout if everyone cashed out all but 60 hours of their PTO; that would be \$34,000.00. Full liability is \$86,000 if we stay with the current sick/personal leave payout and approximately \$41,500 if people were allowed by payout based on the current accruals. There will be significant savings by moving to the new PTO accrual hours and rates.

Susan Ragan moved to accept the new PTO Policy as written and reviewed. Motion carried.

Proposed New Salary Schedule

- Susan presented a proposed salary schedule for discussion. Trustees queried if the proposed schedule is too low and tasked Susan with offering additional salary schedules with bigger increases. Additional discussion centered around the ability to conduct future considerations for determining adjustments to salaries and also how merit pay (aka bonuses) is determined. The PTO/Salary Subcommittee will meet prior to the next regular BOT and look at those options. Trustees will look at the new salary schedules and their impact on the budgets in the August meeting.

Goals and Objectives Spreadsheet

- Susan reviewed projects and improvements she's made with respect to the goals and objectives for this year/Strategic Plan 2021-2024.

New Business

Adding a Full-Time Position (Strategic Goal 1 and 2 for 2021-2024)

- Susan presented a job description for a Circulation-Community Outreach position to be added as needed.

Susan Ragan moved to allow Susan Matthews to add this position if/when it is needed. Motion carried.

Next Regular Meeting: Tuesday, August 24, 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 2:05 p.m.

Submitted by:
Cheryl Pearce-Trujillo

