

**Salida Regional Library**  
**Board of Trustees Meeting Minutes**  
January 17, 2023

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 Ragan virtually attended. Matt Burkley, Cheryl Pearce-Trujillo, Gloria Broudy, Connie Deluca, and Susan Matthews attended in person. Connie Deluca called the meeting to order at 1:00 p.m., and Cheryl Pearce-Trujillo recorded the minutes.

Minutes

Motion by Matt Burkley to approve the December 6, 2022, Regular BOT minutes. Motion carried.

Financial Report

After a review of the financial reports for November 2022 and December 2022, Gloria Broudy made a motion to approve and file the reports for the auditor. Motion carried.

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

The trustees reviewed the 11/1/2022 through 11/30/2022 and 12/1/2022 through 12/30/2022 bills per the attached lists and Susan Ragan made a motion to approve. Motion carried.

Public Comment

None

Officer's Report

None

Director's Report

Susan reported that:

- The elevator has been out of order since January 6, 2023, as a result of a power outage that burned out the starters. A claim was filed with our insurance company and the cost to repair will be about \$2500.00 vs \$15,000.00 as originally thought.
- author Peter Heller will make a presentation on June 13th, 2023. Two hundred tickets will be available and will be offered to people who participate in the book group and to other interested participants. The Steam Plant is working in cooperation with the Salida Regional Library to host this event and offer other lead-up activities this spring including a community read, sip and paint, and a movie viewing.
- the Poncha lockers are being used and the static line will be installed. Patrons have given positive feedback on these lockers.

- the Colorado State Library (CSL), not associated with Colorado State University, will assist with adding our digital archive to our website. The state will host this aspect of the Salida Regional Library Website in collaboration with Joy Jackson.
- Joel Atkins requested that her hours be reduced from full-time to part-time hours. Susan granted this request and moved Becky Nelson back to the children's section of the library. Hannah Sites will move into the Programs and Acquisition position that Becky has vacated as well as continue with programming.
- the printer/printing service is being relocated and changes will be made in the future as to how patrons access their copies vs the use of the honor system.
- she is working on updating statistics from the state, getting a new copy machine installed, and working on the author's fair.
- she's looked into several options for selecting a book mobile that will fit our needs and be useful for outreach efforts. She plans on taking a few library staff and trustees to communities that currently use bookmobiles. Susan will keep us updated on dates.

### Action Items and Unfinished Business

#### Director Evaluation

- Cheryl Pearce-Trujillo explained the results from Susan Matthews' 2022 Director Evaluation completed by the trustees. Cheryl also pointed out to the Board that Susan took a two-year salary freeze so that the staff could receive salary increases based on the implementation of the new salary schedule put in place in 2021.

\*\*Executive Session was called at 1:30 p.m. and returned to the regular meeting at 1:40 p.m.\*\*

After a review of Susan Matthew's performance, a motion was made by Susan Ragan to give Susan Matthews a raise and a merit bonus. Motion carried.

### New Business

#### Election of officers

- Cheryl Pearce-Trujillo proposed a slate of officers for the 2023 term to include Matt Burkley, President; Connie DeLuca, Vice-President; Cheryl Pearce-Trujillo, Secretary; Gloria Broudy, Treasurer; with the inclusion that all trustees can sit in on the finance committee meetings and that Matt Burkley is given permission to sign checks.

Gloria Broudy moved to accept the proposed slate of officers for a one-year term and the inclusions. Motion carried.

#### Calendar Review

- Susan asked if the trustees had any changes to the 2023 Regular BOT meeting dates. None were voiced.

Next Regular Meeting: February 28, 2023, at 1 p.m.

The meeting adjourned at 2:15 p.m.

Submitted by:  
Cheryl Pearce-Trujillo

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