

**Salida Regional Library**  
**Board of Trustees Meeting Minutes**  
February 28, 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 attendance at the library. Cheryl Pearce-Trujillo and Gloria Broudy virtually attended. Susan Ragan, 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 Susan Ragan to approve the January 17, 2023, Regular BOT minutes. Motion carried.

Financial Report

After a review of the financial reports for January 2023, Susan Ragan 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 1/01/2023 through 1/31/2023 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:

- [Alison Ramsey](#) is taking an accounting job with Dark Horse CPAs here in Salida. She is not leaving her position at SRL but will not be receiving PTO benefits. There will not be a decrease in her pay, but there will be an increase in accounting expenses since we contract with Dark Horse.
- the Director's office has been moved so Susan can see what's happening at the circulation desk.
- documents are being gathered for the auditor.
- the insurance company reimbursed SRL \$12,000.00 on the claim submitted for repairs to the elevator.

- staff training will be on March 28. The training will center on the addition of password protection to patrons' library accounts as a security measure. There will be additional information in the Mountain Mail and on the SRL Facebook page to inform patrons about the new account changes.
- new printing changes will begin Mar 27, 2023 and consist of screen messages patrons will receive informing them of printing charges before they print documents.
- she is advertising for one part-time position needed by May to replace an employee who is leaving.
- she has banking documents that trustees need to sign so each can sign checks when needed.
- on March 6th, she, Becky, and Cheryl will go to Montrose to look at their library's bookmobiles.
- she will look into specific categories in all financial classes on the monthly balance sheet that details what is contained in those accounts.

### Action Items and Unfinished Business

#### Creation of Salary Schedule

- In a continued discussion from the previous BOT meeting, Gloria and Connie are still planning to make arrangements to meet with Dan Short, Director of Finance and Personnel for Chaffee County, to see what he uses to determine salary increases and/or salary schedules.

### New Business

#### Policy Review - Circulation

After reviewing the Salida Regional Library Circulation Policy, Susan Ragan made a motion to approve and readopt the policy without additions or corrections. Motion carried.

#### Policy Review - Internet

The last sentence of paragraph one will have "accessing the wifi" added.

After reviewing the Salida Regional Library Internet Policy, Susan Ragan made a motion to approve and readopt the policy with the revision. Motion carried.

#### Policy Review - Request for public records

After reviewing the Salida Regional Library Request for Public Records Policy, Susan Ragan made a motion to approve and readopt the policy without additions or corrections. Motion carried.

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

The meeting adjourned at 1:32 p.m.

Submitted by:  
Cheryl Pearce-Trujillo

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