

**Salida Regional Library
Board of Trustees Meeting Minutes**

April 25, 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. Susan Ragan virtually attended. Matt Burkley, Cheryl Pearce-Trujillo, Gloria Broudy, and Susan Matthews attended in person. Connie DeLuca was not in attendance. Matt Burkley 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 March 28, 2023, Regular BOT minutes. Motion carried.

Financial Report

After a review of the financial reports for March 2023, 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 3/01/2023 through 3/31/2023 bills per the attached lists and Matt Burkley made a motion to approve. Motion carried.

Public Comment

None

Officer's Report

None

Director's Report

Susan reported that:

- She and the staff are working hard to finalize the summer programs and prepare marketing materials.
- Frank Haas was hired to take over the Thursday/Friday evening shift and will start training immediately.
- Sip & Paint went well in March with 29 participants. The community movie scheduled at the Steam Plant in June in conjunction has been canceled. The remainder of the Peter Heller tickets will be offered through a lottery. His author talk and discussion is on June 13th.
- a company has been hired to complete the design and wrapping of the SRL lockers in Poncha Springs. The details will be finalized soon.

- She is processing a CORA request submitted by Vince Phillips for “any and all emails from/to Library Director Susan Matthews, starting April 8-April 24, 2023”. Susan will keep the Board updated.
- The monthly staff meeting and training will be held this week.

Action Items and Unfinished Business

Employee Handbook Review

- The trustees received the Colorado Employer’s Council draft markups for the Salida Regional Library Employee Handbook in their Google Drive. Susan Matthews began to make some of the recommended changes but would like the trustees to add comments. Cheryl Pearce-Trujillo and Gloria Broudy volunteered to meet with Susan to look at the necessary changes. The Employee Handbook will be available for final approval at the regular May BOT meeting.

Book Mobile Update

- Susan contacted Summit Bodyworks in Fort Lupton, Colorado, for a bid on the Alice in Wonderland Model Bookmobile. Susan thinks that the 26’-28’ foot model will be a manageable size. Trustees were able to look at the specifications and ask questions about what Susan thought was the best way to proceed. Susan said that she would have the staff look at the model and configurations for their input. She will update the Board in the May meeting about the selections she plans on making and what the final price will be.

New Business

Policy on Supporting Mission/Vision Statement

- Susan shared Weld County’s resolution as an example of how other libraries deal with book challenges. After some discussion, the trustees decided that we didn’t need to make any changes to our mission/vision statement or our reconsideration process for books that patrons might consider controversial.

Behavior Policy Addition

- Susan explained to the Board that a number of personal items are being left unattended in and on the library premises. She asked that we add language to our patron behavior policy that details how this will be dealt with. Susan also told the Board that loitering has become an issue and she is working with employees on how to consistently recognize and enforce the “no loitering” policy that is currently in our patron behavior policy.

Cheryl Pearce-Trujillo moved to include wording in the patron behavior policy that addresses unattended personal items and how they will be dealt with. Motion carried.

Next Regular Meeting: May 23, 2023, at 1 p.m.

The meeting adjourned at 2:05 p.m.

Submitted by:
Cheryl Pearce-Trujillo
