

**Salida Regional Library**  
**Board of Trustees Meeting Minutes**  
January 4, 2024

The regular meeting of the Salida Regional Library Board of Trustees was held with the option of using the GoToMeeting (virtual format) or attending in-person at the library. Susan Matthews, Cheryl Pearce-Trujillo, and Connie Deluca attended the meeting in person. Susan Ragan, Matt Burkley, and Gloria Broudy attended virtually. 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 November 28, 2023, Regular BOT minutes. Motion carried.

Financial Report

Quickbook Reports, Deposit Detail, and Investment Worksheet

- Trustees reviewed all financial reports from December 1, 2023 through December 31, 2023.

Payment of the Bills, Credit Card Statement, Payroll

- Susan Matthews reported that a fraud incident had occurred in November on the Pueblo Bank and Trust account. Banking and federal authorities are investigating purchases made with the Library's routing and account numbers. Funds will be returned to that account within the next 30 days.
- After a review of the bills for December 2023, Connie Deluca made a motion to approve the bills and file the reports for the auditor. Motion carried.

Public Comment

Mr. Jerry Raski again sent an email dated December 5th, 2023, to only some of the trustees. Cheryl Pearce-Trujillo forwarded this to Susan Matthews and the other trustees. The subject was in regard to Governor Polis's request for consideration of a reduction in taxing districts' mill levy rates.

Ms. Elizabeth Cochran sent an email dated January 3, 2024, to Susan Matthews regarding mill levy taxes and her attendance at local special district meetings since she thought this would lower her taxes. Susan forwarded the letter to the trustees.

## Officer's Report

### New version of BOT meeting minutes and Susan Matthews's Director Evaluation

- Cheryl Pearce-Trujillo explained the new format of the Financial Report section of this and future Board minutes. She worked with Matthews in crafting the language of the minutes which will break out separate sections and focus on the BOT review of the financial reports and approval of bills.
- Trujillo also gave an update on Susan's pending Director Evaluation of her job performance in 2023. She will send out the revised evaluation in a Google Form after today's meeting. It is similar to the past evaluations but will only contain one question that encompasses all aspects of Susan's job description. Susan's evaluation will be discussed in executive session at the January 23, 2024, regular board meeting.

## Director's Report

### Susan reported:

- The Library is fine-free as of January. The line item in the financials report for the collection agency will be phased out in June/July since the Library will no longer collect fines on overdue books. Fines for the replacement of lost or damaged materials will still be collected.
- The new events page on our website will include an interactive calendar that patrons can use to look at program/event offerings. Patrons can click on the program to see the brochure for the event and also add the date to their personal calendars.
- The Library will be closed on Sunday, January 14th, for remodeling of the front desk. A program schedule for the Tolkien Room will still be available with access on the E Street entrance.
- The Library will be closed on Monday, January 15th, for Martin Luther King, Jr. Day.
- The Office of Information Technology (OIT) has new guidelines for technology access rules. Susan is working on how to implement them for SRL.
- The SRL has begun transitioning its bank account to Collegiate Peaks Bank.
- The staff evaluation cycle begins this month.
- O'Rourke Media has given the SRL open ended access to all Mountain Mail Newspapers. We will start a multi-year project to get these papers digitized and eventually get rid of the microfilm machine.

## Action Items and Unfinished Business

### Final 2024 Budget:

- Susan Matthews reported that there have been no changes in any of the line items since the November meeting. There may be some minor adjustments later this year.

Susan Ragan moved to approve the 2024 general budget with corrections. Motion carried.

## Certification and Resolutions of the 2024 Budget:

- Certification of the 2024 Tax Levies

Cheryl Pearce-Trujillo made a motion to approve the certification of the tax levies for 2024. Connie DeLuca seconded the motion. Motion carried.

## Resolutions

- Resolution B - Resolution to adopt the 2024 Budget

Susan Ragan moved to approve the resolution to adopt the 2024 budget. Gloria Broudy seconded the motion. Motion carried

- Resolution C - Resolution to appropriate sums of money for Budget Year 2024

Susan Ragan moved to approve the resolution to appropriate sums of money for the 2024 budget year. Connie DeLuca seconded the motion. Motion carried.

- Resolution D - Resolution to set mill levies for Budget Year 2024

Susan Ragan moved to approve the resolution to set mill levies for the 2024 budget year with corrections. Connie DeLuca seconded the motion. Motion carried.

## Solar

- Susan Matthews again reviewed the proposals from Renewable Energy and Peak Design. Some trustees commented that because of the difference between the proposals, they would feel better able to make a decision based on contractual proposals and references by some of their customers. Susan agreed to contact the companies for this information so that a decision can be made at our next meeting.

## New Business

### Director's Evaluation

- This item was moved to the Officer's Report section of the meeting.

Next Regular BOT Meeting: January 23, 2024, at 1 p.m.

Meeting Adjourned at 2:04 p.m.

Submitted by:  
Cheryl Pearce-Trujillo

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