

**Salida Regional Library**  
**Board of Trustees Meeting Minutes**  
July 23, 2024

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. Gloria Broudy, Susan Matthews, Connie DeLuca, Matthew Burkley, and Cheryl Pearce-Trujillo attended in person. Susan Ragan was absent. Matthew Burkley called the meeting to order at 1:00 pm, and Cheryl Pearce-Trujillo recorded the minutes.

Minutes

Connie DeLuca moved to approve the June 25, 2024, Regular BOT minutes. Motion carried.

Financial Report

Quickbook Reports, Deposit Detail, and Investment Worksheet

- Trustees reviewed all financial reports from June 1, 2024 through June 30, 2024.

Payment of the Bills, Credit Card Statement, Payroll

- After a review of the bills for June 2024, Gloria Broudy moved to approve the bills and file the reports for the auditor. Motion carried.

Public Comment

None

Officer's Report

None

Director's Report

Susan reported:

- Lily Foster has been hired as the full-time children's librarian, and Jennie Foylem has been hired as the part-time bookmobile assistant.
- Tanya Stewart was able to add a business line to her cell phone plan for \$16.00 per month for use with the bookmobile. Susan approved and will reimburse her for that expense.
- Susan will attend the August 6th, Salida City Council meeting to update the council about library business including the bookmobile.
- As of July 12th, the Colorado State Public Library system has listed the Southern Chaffee County Library District with a resort library designation. There is no advantage

or disadvantage to this designation which is based on economic and geographic demographics.

- Susan met with Lance Hostetter, Poncha Springs Town Administrator, to introduce herself and explain the services and outreach that SRL does in this end of Chaffee County. She discussed the purchase of the new bookmobile which will include four stops in Poncha, and they discussed Poncha Springs' master plan for a future recreational district with the hope of including space for the library. Lance offered space in the Poncha Springs Community Center for programs and activities. Susan would like to introduce the bookmobile at the Poncha Springs Town Meeting on September 23, 2024.
- Bookmobile stops around Salida are being planned for the bookmobile including at Shavano Manor and Columbine Manor Care Center.
- Program planning for the fall will be finished by the first week in August.
- Susan will be on vacation from July 24 through the 31st.
- Becky Nelson's retirement party will be held on August 23rd from 5 pm to 7 pm at Chisholm Park.

#### Action Items and Unfinished Business

##### Project Update

- Solar
  - Approval from Xcel Energy has been received and work on the Library's electrical infrastructure is in progress. Peak Solar will work on a projected cost for adding rodent protection and a back-up alarm system. The low number of occurrences involving rodents chewing through the cables/wires may not justify the cost for the protection.
- Bookmobile
  - Insurance coverage on the bookmobile will show the SRL as a governmental entity on the business description on the policy. Comp/collision coverage negates the need for uninsured motorist coverage. Anyone in the vehicle is covered up to approximately \$15,000.00.
  - A Shell-Fleet fuel card will be used to purchase gas.
  - Trustees looked at the final graphic design for the exterior of the bookmobile.
  - The interior view was also presented.
  - Susan will pick up the bookmobile on August 26th.
- SRL Projects and Tech Plans for 2024
  - Susan presented updates on both the plans. Many items have been completed and the biggest project that may need to happen is a new roof in 2025 for the 1997 addition roof and original library roofing. Equipment purchases for the bookmobile will also be completed prior to its arrival.

- Policy on Financials
  - Susan researched the State's requirements for addressing library finances and found that there is no law that outlines specific requirements of how much of the budget must be set aside and it varies among libraries. Majority of libraries polled keep between 6 and 12 months. TABOR requirement is 3% must be set aside. There should be a policy but it should not be included in the by-laws.

### New Business

#### Audit

- The current auditing company has been slow to review the audit. Susan should have received it by the end of May but just received it today. It must be submitted to the state by July 31st.

Next Regular Meeting: August 27, 2024, at 1 p.m.

The meeting adjourned at 2:05 p.m.

Submitted by:  
Cheryl Pearce-Trujillo

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