

Salida Regional Library
Board of Trustees Meeting Minutes
February 25, 2025

The regular meeting of the Salida Regional Library Board of Trustees was held via a hybrid format of the GoToMeeting (virtual format) and in person at the library. Susan Ragan, Susan Matthews, Matthew Burkley, Connie DeLuca, and Cheryl Pearce-Trujillo attended in person. Gloria Broudy attended via GoToMeeting. Matthew Burkley called the meeting to order at 10:00 a.m., and Cheryl Pearce-Trujillo recorded the minutes.

Minutes

Susan Ragan moved to approve the January 28, 2024, Regular BOT minutes. Motion carried.

Financial Report

Quickbook Reports, Deposit Detail, and Investment Worksheet

- Trustees reviewed all financial reports from January 1, 2025, through January 31, 2025.

Payment of the Bills, Credit Card Statement, Payroll

- After a review of the bills for January 2025, Susan Ragan moved to approve the bills and file the reports for the auditor. Motion carried.

Public Comment

None

Officer's Report

None

Director's Report

Report:

- Susan will conduct a SOAR (Strengths Opportunities Aspirations Results) analysis at Thursday's (2/27/2025) staff meeting as part of our Strategic Plan development.
- We have chosen Pam Houston's book, *Deep Creek*, for our Community Read on September 14th. Susan will meet with Tina at the Steamplant tomorrow (2/26/2025) to discuss potential events and book discussions.
- The Employee Handbook has been updated primarily with legal wording changes. We will review these changes during the April staff training.
- Staff Spring Training is scheduled for April 9th.
- Two new cameras have been added to our security system. One is positioned to view the alley next to the trash receptacle, and another is positioned to view the vestibule near the children's library.

- We are starting to address some facility issues, such as the Tolkien Room lighting.
- Susan is still working on the state report stats and will have them ready for the March meeting.

Action Items and Unfinished Business

Strategic Plan - Timeline & SOAR handout

- Susan presented the Strategic Planning Process and explained the timeline for the collection process. She will give trustees, staff, and community surveys to help identify the Salida Regional Library's strengths, and opportunities that can help us meet our goals, and aspirations for future possibilities. The results portion of the survey focuses on tangible ways that indicate when goals have been achieved. The process will begin in February and conclude in August with the presentation of the completed plan at the August regular BOT meeting.

New Business

Policy Review

- Circulation Policy

Cheryl Pearce-Trujillo moved to approve and accept the changes to the Circulation Policy. Motion carried.

- Internet Use Policy

Connie DeLuca moved to approve and accept the changes to the Internet Use Policy. Motion carried.

Next Regular Meeting: March 25, 2025, at 10:00 a.m.
The meeting adjourned at 10:40 a.m.

Submitted by:
Cheryl Pearce-Trujillo

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