

Salida Regional Library
Board of Trustees Meeting Minutes
January 28, 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, and Cheryl Pearce-Trujillo attended in person. Connie DeLuca and Gloria Broudy attended via GoToMeeting. Matthew Burkley called the meeting to order at 11:30 a.m., and Cheryl Pearce-Trujillo recorded the minutes.

Minutes

Gloria Broudy moved to approve the December 4, 2024, Regular BOT minutes. Motion carried.

Financial Report

Quickbook Reports, Deposit Detail, and Investment Worksheet

- Trustees reviewed all financial reports from November 1, 2024, through November 30, 2024 and financial reports from December 1, 2024 through December 31, 2024.

Payment of the Bills, Credit Card Statement, Payroll

- After a review of the bills for November 2024, Susan Ragan moved to approve the bills and file the reports for the auditor. Motion carried.
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Public Comment

None

Officer's Report

None

Director's Report

Report:

- Susan is working on the 2026-2029 Strategic Plan and she will share a timeline in February BOT meeting.
 - She would like Board members to think about the following for the February meeting to go along with our strategic plan SOAR structure:
 - What do you see as Library Strengths?
 - What do you see as the best opportunities for the SRL?
 - What do we aspire to be/do?
 - What results do we want to see when we achieve our aspirations?

- Personal care kits and personal hygiene (diapers, wipes, etc) are in the bathrooms. Chaffee County Public Health contributed \$500.00 for this endeavor. So far no one has abused the access to items by taking too many, etc.
- The Employee Handbook will go to the Employers' Council this week for review. Susan is requesting clearer PT/FT descriptions and who can access wellness stipends.
- The winter programs are up and running.
- Susan is working with staff on cleaning out old "stuff" and deciding what to keep in kids' storage, craft storage, old papers, i.e. the previous building project, and other items that are taking up space.
- Susan has started staff evaluations and she's using a slightly different framework. She's had great conversations with the full-time staff members. Amy will be facilitating circulation staff meetings with Susan in attendance. This process was previously used for staff members based on their hire date.
- The Seed Library starts in February. Frank Haas, Library employee, and the volunteers have worked really hard on this project. Staff were trained at the January 23rd staff meeting on the "how-to's" process for this project.
- Susan has begun pulling together state report data, and she will hope to have it for the February BOT meeting.
- Susan will be out of the office on Friday, February 7th and 14th to take her daughter to visit schools she hopes to attend.

Action Items and Unfinished Business

Calendar Discussion

- Susan submitted changes to the BOT Regular Meeting calendar. The audit review will happen in May, the audit draft will be in June, and the final audit approval will be in July.

Director Review * Evaluation*

- Cheryl Pearce-Trujillo included the results from Susan Matthews' 2024 Director Evaluation completed by the trustees in our Board Packets. Trustees reviewed the document.

An Executive Session was called at 12:10 p.m. and the trustee returned to the regular meeting at 12:20 p.m.

After a review of Susan Matthew's performance, a motion was made by Susan Ragan to give Susan Matthews a merit bonus. Motion carried.

- Susan submitted her director goals for 2025 to the BOT which are included in the Board Packet.

New Business

Director Schedule A Contract - Updated Yearly

- Cheryl Pearce-Trujillo moved to approve and accept the Schedule A - Compensation, Reimbursement, Benefits of Susan Matthews' Director Contract for the 2025 calendar year. Motion carried.

Election of officers

- Susan Ragan proposed a slate of officers for the 2025 term to include Matt Burkley, President; Connie DeLuca, Vice-President; Cheryl Pearce-Trujillo, Secretary; Gloria Broudy, Treasurer; with the inclusion that all trustees can sit in on the finance committee meetings.

Cheryl Pearce-Trujillo moved to accept the proposed slate of officers for a one-year term and the inclusions. Motion carried.

Next Regular Meeting: February 25, 2025, at 10:00 a.m.

The meeting adjourned at 12:25 p.m.

Submitted by:

Cheryl Pearce-Trujillo

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