

Salida Regional Library
Board of Trustees Meeting Minutes
August 26, 2025

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

Minutes

Susan Ragan moved to approve the July 22, 2025, Regular BOT minutes. Motion carried.

Financial Report

QuickBooks Reports, Deposit Detail, and Investment Worksheet

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

Payment of the Bills, Credit Card Statement, Payroll

- After reviewing the July 2025 bills, Gloria Broudy moved to approve them and file the reports for the auditor. The motion carried.

Public Comment

None

Officer's Report

None

Director's Report

Report:

Susan reported that:

- The fall programs are listed on the website.
- Susan and some staff members will be attending CALCON on September 2, 2025, in Breckenridge.
- Susan is reviewing a budget analysis.
- Library directors are still discussing intergovernmental agreements for adoption between their Boards of Trustees and governmental agencies.

Action Items and Unfinished Business

None

New Business

Auditor Policy Suggestions - Capital Asset Policy

Based on her conversation with the auditor, Christy Denardo, Susan will draft a policy for capital expenditures. The policy will set the capitalization threshold for large purchases at \$5,000. She plans to present a draft of the policy at the meeting on September 25th.

Board of Trustees Vacancy Position Timeline

A new trustee will be selected to replace Connie DeLuca, who is stepping down at the end of the year to focus on personal and family commitments.

Susan will take the following steps to fill the vacancy:

In Late August/early September, she will publish a description of the trustee role and responsibilities on the website and in local newspapers, submissions due by Sept 22, 2025. In October, we will interview interested applicants. The selected trustee will be submitted to the County Commissioners for final approval. The new trustee's first official meeting is January 2026.

Response to Law Enforcement Policy

Per Colorado Law (SB 25-276), all Districts need to have in place a policy that identifies staff and management responsibility as far as what help is to be given to law enforcement when entering your building. The Board discussed a policy regarding law enforcement access to patron information. While law enforcement officers are permitted to be in public areas of the library, they are not allowed in "Staff Only" sections where personal information is stored.

Gloria Broudy moved to approve the Response to Law Enforcement Policy with corrections. Motion approved.

Next Regular Meeting: September 23, 2025, at 10:00 a.m.
The meeting adjourned at 10:00 a.m.

Submitted by:
Cheryl Pearce-Trujillo
