

SOUTHWEST LA PLATA LIBRARY DISTRICT

Board Meeting Minutes 1/31/21

1. Call to Order – The meeting was called to order at 10:07 am. In attendance: Nycole Eoff, Cynthia Loebig, Nona Dale, Scott Davey, Roy Horvath, Rebecca Benally, Peter Meiser (by phone).
2. Approve Agenda

A motion to approve the agenda was made by Scott, seconded by Nycole, and approved unanimously.

3. General Business

A. Cynthia made a motion to approve the minutes from the December 21, 2019 meeting. Scott seconded; unanimous approval

B. Outstanding invoices

No new invoices have been brought to Scott's attention. He researched the item in question from last month (Basin Printing). The bill was for the printing and prepping of the postcard mailing prior to the election. We had only paid for the postage. Scott paid the remaining balance.

Roy asked about our available funds. Currently they are around \$8000. Scott will prepare a formal month-end report, which he will post to the shared folder.

C. Update from Friends of Library members

Roy met with Friends' members Alana, Kim, Marilyn, & Suzy. The group is trying to get more members, including Kathy Baier. Cynthia has reached out to several people. Kelsey Lancaster is also trying to help find people. The Friends have filed their articles of incorporation.

CLiC is willing to be a fiscal agent to assist with fundraising until the Friends can complete their 501c3 paperwork. They will do this at no charge. They will also train the trustees, help with the website and social meeting, and present information about AspenCat to the school district. They also could help us improve our WiFi in the future.

Shelley Walchak is interested in helping us.

D. Review of IGA with La Plata County, updates on bylaws and IGA with School District

1. We have received an IGA version from Kim and Michelle. A motion to approve the IGA was made by Rebecca, seconded by Nycole, and passed unanimously. It was signed and presented to the county.
2. We will wait for approval of the IGA by the county before we approve our bylaws. Some changes have been suggested by the lawyers, but they are mostly minor changes. The

position of Board Archivist has been added to the officers. Passage of the bylaws has been tabled until we hear back from the county.

3. School District

Nona, Roy, and Cynthia will meet with Andy Burns & Mr. Snowberger on Monday afternoon. Seter & Vander Wall have presented some changes to the funding language in the IGA with the school district. Roy is hoping to make changes on some of the other points during this discussion with the school district. There will be a separate contract for reimbursing our employees after 6/30/20. Our lawyers will make sure that our financing plans and agreements are in compliance with TABOR. We will revisit the IGA with the school district.

E. Committee updates - Management, Finance, Strategy/Development

1. Management:

a. Roy has filled out an insurance application with Wolcott Insurance. Please look at it and give input to Roy by Tuesday at noon. The application from SDA was also completed. Roy will discuss insurance requirements with the school district. We will discuss this item again at our next meeting.

b. A work meeting to work on Southwest La Plata Library District's general policies will be held on 2/3, from 1:00 to 3:00 at the Ecosphere building.

2. Finance: Scott is looking into a bond from Western Insurance Group. We need to link PayPal to our new bank account.

3. Strategy: The LPEA grant has been submitted; We are working on the Dollar General Literacy Grant to pay for the branches' summer reading programs. Many of the applications are asking for funding levels and what type of recognition the organization will receive based on how much money they give. Do we want to establish funding levels?

F. Budget hearing at 11:00 AM, January 31, 2020

Two minor adjustments were made to the budget: The Printing Expense budget has been increased, and the beginning balance was adjusted to \$10,700.

G. Resolution 2020-2 Adopt 2020 Budget

Cynthia made a motion to approve the 2020 Budget, Nona seconded, and approved unanimously.

H. Resolution 2020-3 Appropriate funds for 2020

Nycole made a motion to approve the Appropriation of Funds for 2020, Nona seconded, and approved unanimously.

The documents have been signed. Scott will upload them to the state website.

I. Review interim director job description

Nona would like people outside our organization to look at the job description that was created. Roy will send it to Crystal Schimpf. Nona will send it to Sara Wright. It will be finalized after we get feedback from Crystal and Sara.

Peter will talk with Jenny about creating an employment page on the website.

J. Other Items

1. Policy Issues

We need to formulate a policy regarding who can use the library for public events and under what circumstances. Specifically, a political candidate wants to have a “meet and greet” at the Fort Lewis Mesa Library in March.

We need to formulate a policy regarding the website. Who is in charge? Does the board need to approve changes to the website. Do we want one website with the Friends, or two separate websites. Peter will reach out to Jenny to see if she wants to work with us. We need to check on the website link to make sure it’s working.

2. The May and August board meetings will be held at the Ecosphere building.
3. Cynthia made an information sheet for each branch with board names, positions, emails. It also includes the board voice-mail phone number. (970-403-5636).
4. We need to post new items to the current meeting folder. After the meeting, Peter will sort the items into other files in a logical manner after.

1. The meeting adjourned at 12:00

Next SWLPD Board meetings –February 18 and March 17, 2019