

**SOUTHWEST LA PLATA LIBRARY DISTRICT  
BOARD MEETING MINUTES  
15 SEPTEMBER 2020**

1. Call to Order

The meeting was called to order at 9:35 am; in attendance were Marilyn Zion, Patty Johnson, Anna Szczepanski, Nycole Eoff, Roy Horvath, Scott Davey, Rebecca Benally, Nona Dale, Cynthia Loebig, and Peter Meisler.

2. Approve Agenda

3. Consent Agenda

A motion to approve the consent agenda was made by Rebecca and seconded by Cynthia; passed unanimously.

4. Update from Friends of Library members

Marilyn Zion presented the following information:

- The Friends have received large donations of books. They are not going to have an in-person sale, but groups of books will be placed at both locations. They will have price tags and there will be a collection jar. The library managers will hold the money for the Friends.

5. Director's Report

Patty Johnson presented the following information:

a. Background checks

- All of our employees will need to have new background checks. Volunteers will not need a background check as long as they are not working alone in the library. CBI will set up an account for us and a Durango vendor will conduct the background checks (IdentGO). The cost will be around \$50.00 per background check.

b. Library needs

- Both library managers have stated a need for updated technology, especially functional printers and internet services.
- Tricia has requested a stand-up desk. A motion was made to allocated \$200 for that desk by Scott, seconded by Cynthia, and passed with unanimous approval.
- Rebecca suggested that Patty look into an A/V cleaning machine for the library district. What are the costs? Would it be better to buy or lease?

c. Payroll and Expense Reimbursement

- Patty submitted payroll information to ASAP and picked up the checks for our employees. She will distribute those.
- Tricia asked to be reimbursed for her expenses for the CAL Conference (\$100). She can be reimbursed but must ask for permission ahead of time in the future. Cynthia motioned, Rebecca seconded; unanimous approval. The idea was

presented that perhaps other interested people could watch the sessions. Tricia is supposed to check the registration requirements and see what the regulations are.

d. Outreach and Social Media

- The library director and branch managers have autonomy regarding outreach activities at the libraries. They will be responsible for making events happen.
- What about Facebook? The management committee will meet to discuss the social media policy for the library district.

6. Committee Updates

a. Financial

- LPEA grant: We spent \$4980 of the \$5000 grant. We will send the receipts and \$20 to LPEA
- Workers' Comp: We have a pay-as-you-go plan that cost's \$2.90/\$1000. ASAP will run the payroll, notify Workmen's Comp, Workmen's Comp will send a bill and auto-deduct the amount. Likewise, PERA will bill and auto-deduct the amount.
- Our projected materials budget for the remainder of the year is \$750, but could be more if needed.
- Quickbooks has been purchased
- Shall we get a unique Zoom account for Southwest La Plata Library District? Cynthia motioned that we commit \$200 for an online meeting platform, Peter seconded; unanimous approval.
- Hiring considerations:
  - We need an offer letter that specifies an employee's terms, conditions, pay, etc. in writing. It should clarify all details including benefits, PTO, etc.
  - Cynthia has a form her company uses and Anna will send examples from CLiC.
  - The management committee will prepare a form before our next board meeting.
- Scott has completed the form for an audit exemption request for 2019. If we don't have an audit or an exemption, we will not receive our tax funds. The form needs to be submitted by September 30. A motion to approve the audit exemption request was made

b. Interim Library Director Considerations

- The management committee will create a list of required vs. discretionary tasks for the interim library director. We need to keep in mind that Patty is only supposed to work 15 hours/week and not overburden her.
- Patty needs to keep notes, keep track of contacts, and keep track of library procedures. Patty has reached out to Marcia Vining to shadow her.
- A branch manager meeting is in process.
- The finance committee will work with Patty to establish the 2021 budget.

## 6. Other Items

- Peter and Roy want to attend the SDA conference
- Roy motioned that Peter post information about board meetings, including agendas and minutes, on the website. Rebecca seconded; unanimous approval
- AspenCat migration at Sunnyside will take place in November and December. CLiC needs 7 weeks notice.
- Chris and Patty have received courier information from CLiC. The contract with CLiC is due on October 1.

## 7. Adjourn

The meeting adjourned at 11:20 am.

The next SWLPLD Board meetings will be October 20, 2020 and November 17, 2020