

**SOUTHWEST LA PLATA LIBRARY DISTRICT
BOARD MEETING MINUTES
20 OCTOBER 2020**

1. Call to Order

The meeting was called to order at 9:45 am; in attendance were Alana Ostrander, Patty Johnson, Anna Szczepanski, Nycole Eoff, Roy Horvath, Scott Davey, Rebecca Benally, Cynthia Loebig, and Peter Miesler.

2. Approve Agenda

3. Consent Agenda

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

4. Update from Friends of Library members

Alana Ostrander presented the following information:

- The Friends will be distributing books and bookmarks at a church near Fort Lewis Mesa on Halloween. They will give the remaining bookmarks to the libraries. They are meeting this afternoon.

5. Director's Report

Patty Johnson presented the following information:

a. State Grant

- State grant money will need to be spent by 6/15/21. A final report must be submitted by 7/30/21. The grant is reimbursable: we pay for the items and receive money later. Scott will be the fiscal representative. Patty will be the authorized representative. The grant will pay for circulating items, except general release movies. Educational manipulatives and activities, WiFi hotspots, and "patron-facing" technology are also eligible. Entertainment items, staff-use items, prizes, and marketing are not eligible.

b. Substitutes

- Fort Lewis Mesa has three. Chris would like 4.
- Sunnyside has three. Patty will try to get one more.
- Employment letters are being finalized

c. DVD Cleaners

- Patty is continuing to research this topic and will present a proposal at next month's meeting. She will include information regarding how much use the branch managers anticipate the cleaners will be used and if we should offer disc-cleaning -for-a-fee to our patrons.

d. Background Check Procedures

- Our employee registers with IdentGo. Each person is given a payment code to enter when they register. They go to IdentGo office and are fingerprinted.
- Background checks have been coming back very quickly.

e. Other

- Yellow banners can be hung on fences at each school. Information can be put on the marquee. Patty will provide the wording to Theresa.
- Patty bought “sandwich boards” to place outside each school
- Chris has begun bringing Halloween books outside during school pickup so kids/parents can browse and check them out.
- Chris is working on a system to enable 3rd, 4th, and 5th graders to use the library.
- Joe Pecorino resigned and will be replaced by Mary Ebens
- Patty and Rebecca will work on making sure there is good understanding between Mary, Trisha, and LaRae about public vs. school library responsibilities.
- Patty has purchased a printer/scanner/copier for each school. How much should we charge for copies?
- Patty and Roy have a standing meeting with Dan on the 2nd Tuesday of each month
- Patty will be working with FLM principal to find storage space today.
- Roy will be speaking with Family Center representatives and 9R IT soon.

6. Committee Updates

a. Financial

- Nona, Patty, and Scott met to create a preliminary budget for next year. They have added money for additional personnel to allow for flexibility in expanding hours or hiring more employees.
- How do we want our bills to be processed and paid? Can ASAP do it?
- Our Audit Exemption for 2019 has been submitted. We should also request an exemption for 2020, but have an audit in 2021. The cost for an audit will likely be around \$10,000
- Patty and Anna will try to find out who Scott should talk to for official financial information, especially regarding TABOR
- Everyone should put together a list of the accounts that they have set up and send it to Roy.
- Some companies want us to post their websites on our resources page. Guidelines need to be established. Peter will work with Chris and Trish to develop a policy. The board will review it next month.
- Kiernan will work with Peter to improve our webpages.
- Social Media Policy: question about one-way communication.
- Facebook: Patty needs credentials to maintain our pages.

A motion was made by Roy that District Facebook page credentials be transferred to Patty to administer. Seconded by Peter. Unanimous approval.

7. Professional Development time for branch managers

- Dedicated training time for the branch managers should be paid. Patty would like them to have up to five hours per month.

A motion was made by Scott that the (interim) library director have the discretion to authorize up to five hours per month for professional development and training. If more time is needed, it needs to be requested and approved. The handbook will be updated to reflect this. Peter seconded. Unanimous approval.

8. Other Items

- Tricia wants to chair the para-librarian chapter of the Colorado Association of Libraries. Can she spend work time to do this?

A motion was made by Roy to approve time for the branch managers and (interim) library director to use regular work hours to work with outside, library-related entities for the benefit of the library district, not to exceed one hour per month. Nycole seconded. Unanimous approval.

- The holiday hours during school breaks will remain the same: 1-7, Monday through Friday, except the scheduled paid holiday(s).
- Patty and Roy will attend the County Commissioner's meeting tomorrow.

7. Adjourn

The meeting adjourned at 11:33 am.

The next SWLPLD Board meetings will be November 17, 2020