

**SOUTHWEST LA PLATA LIBRARY DISTRICT
BOARD MEETING MINUTES
16 FEBRUARY 2021**

1. Call to Order. The meeting was called to order at 9:32 a.m.; in attendance were Patty Johnson, Nycole Eoff, Roy Horvath, Scott Davey, Cynthia Loebig, Tricia Winslow, Nona Dale, Kim Martin and Peter Miesler.

2. Approve Agenda.

3. Consent Agenda

A motion to approve the minutes from January 19, 2020, was made by Nona, seconded by Scott; unanimous approval.

4. General Business

A. Update from Friends of Library members - 10 Minutes – includes proposal for Little Libraries (Alana not present.)

B. Update from Library Director.

Last week was the second Zoom community meeting; there were 11 attendees. The next scheduled community meetings will be on February 24th about movement and March 2 about the mediterranean diet and culture cooking. Board members check out the Facebook page and sign up! There might be a feeling that people are Zoom-fatigued and not interested in participating in Zoom meetings in the evenings so after March we'll reevaluate these community meetings.

The grant Tricia and Patty have been working on will be submitted next week. They will be looking for letters of recommendation from the board members.

Patty has made progress in the IT area and has hired Tanner, a very knowledgeable Fort Lewis College student, to be the district's on-call IT professional. He has already been to Sunnyside and installed antivirus software. He will be helping Chris with her printer and software. His rate is \$60/hour.

Tricia, Chris and Patty received the COVID vaccine last Saturday through Durango 9-R.

Library staffing: Tricia wants to work from home doing website programming, planning, etc., while utilizing substitutes. She still only wants to work 30 hours per week, but will need 5 hours for a substitute on Mondays. Chris wants a full 40-hour week. She would use the extra 10 hours to work on take and make kits, remote activities like

storytime, working on programming, etc. Patty had talked with Roy about increasing programming outreach which requires time for planning. Roy suggested carrying this topic over to next month's meeting. Cynthia wanted to clarify the library hours would be the same, and the answer is yes with the substitutes coming in on Mondays. There was some discussion about the need for 40 hours per week with COVID restrictions still in effect. It was also discussed that when things do open up, we'll be ready with the programming that's already been planned. Patty will get more information regarding daily workloads so we can understand the need for more hours and we'll discuss next month.

Update on conversations with the Family Center. Roy and Patty talked with the director of the Family Center, Denise Herrera, about outreach in the Fort Lewis Mesa area. The Family Center is involved with taking meals to people and it may be possible for participants to check out materials on-line and they would be sent with their meals in a peek-proof bag. They also talked about a "resource fair" to bring together all the resources that community members might need, such as SJBH, Lions for vision screening, Internet resources, etc. We would still need approval from the school district, which might be problematic. The school principals want to work with us as they realize the value of community outreach. Roy is hoping to meet with Dan Snowberger before he retires to iron out the IGA for matters such as this, which might lead to an addendum. We also might need more liability insurance, as well as the need to clarify exactly where our coverage is.

Reopening plan: would like to in a limited way like in the fall. It's SJBH's call and there have been many recent fluctuations on the community reopening dial. There have been small groups coming in, allowing them on a requested basis, with permission.

Tricia wanted more discussion on her proposal. She felt like next month was too long to wait and went on to plead her case. The general consensus of the board is to wait to make a decision on this matter. We need more time to understand why this is needed and to decide. Cynthia noted Tricia is doing a good job, but the board needs to be thoughtful about the process.

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

Financial review. Got our share of January tax revenue! The district will get about half of tax revenue in March. The district has about \$23,000 in the bank. Scott talked with Cindy from Backlog Be Gone. Her speciality is getting people's records cleaned up. Scott thought she could get us caught up with the books through the end of the year, an hour or two a week, which would amount to about \$200 a month. He was also referred to a person to do tax filings for the district. We need to file a federal return by the end of May and a state return by August. Scott's question is what's the process for hiring these people? Nona will call Pine River Valley and Ignacio to see who they use.

A substitute has asked to put money in a 401(k) plan so Scott got that set up with Voya.

Bill for Seder VanDerWall. Table until next month. We briefly discussed if we should pay the whole bill now or just half and the balance later. We also need more details on their invoice which is about \$8,500.

Resolution 2021-3 Request for Audit Exemption for Fiscal Year 2020. Cynthia, made the motion to approve, Nona seconded; unanimously approved.

Update from Management Committee regarding Social Media policy and update of employee handbook pertaining to leave time provisions. The new laws are mostly affecting substitutes. They got answers back from ASAP and other research, with 1 hour earned sick time for 30 hours worked, so mostly irrelevant as most subs will not work 30 hours in a year. When it's time to do the update on the handbook, we'll institute this new policy, as it doesn't come into play until next year. The management committee divided personal leave and sick leave. Sick leave is just what law allows and can roll over from year to year, but if an employee leaves the district, they will not get paid for this sick leave. Agreed not to implement until the beginning of next year when it takes effect.

Raise card limit from \$100 to \$250 for Branch Managers. It was discussed why the branch managers would need a higher credit limit. If they were buying items for take and make, for instance, they could meet their threshold quickly. A motion was made to increase the branch managers' credit limit from \$100 to \$250 by Cynthia, seconded by Nona; unanimously approved. Scott will reach out to the bank and make the changes accordingly.

Progress report on employee handbook update and social media policy. Table until next month's meeting. Cynthia loaded it on Google Drive. They also instituted a form for time off, also on Google Drive.

Records retention policy development progress from Management Committee. Peter Sent out an email with Pine River Valley's guidelines. Peter proposes to adopt as our guidelines as we have permission to use. There was a discussion on whether we keep our records as hard copy or electronic. If electronic file retention is what we do, we need to be sure to get everything on the Drive and it's currently not. Roy would like to adopt these guidelines and purchase a fireproof file. Peter will find out what we need to have on paper and let us know.

5. Other Items--Free Little Libraries

We received a response from Sandy Irwin regarding placing a Free Little Library at Sunnyside Market (which is out of SWLPLD boundaries). She said we could put one there but with no reference to the SWLPLD. Patty asked what is the purpose of the little library? If it is just to get books to people, ok, but if we are trying to funnel people to our library, we need more information on SWLPLD. There was a discussion on finding another spot for the Sunnyside library. For our first two, surely we can find somewhere within our district. The park-n-ride at 302 and 550? Florida Grange? Roy will get the parcel number and ask the GIS office to see if these locations are within our district.

Cynthia will send out a notice for a management committee meeting. Patty will get information regarding the branch managers' workload to the board after their staff meeting on Thursday.

6. Adjourned at 11:25 a.m.

Next SWLPLD Board meetings - March 16, 2021 and April 20, 2021