

**SOUTHWEST LA PLATA LIBRARY DISTRICT
BOARD MEETING MINUTES
17 AUGUST 2021**

1. Call to Order

The meeting was called to order at 9:30 am. In attendance were Nycole Eoff, Scott Davey, Cynthia Loebig, Patricia Johnson, Rebecca Benally, Nona Dale, Peter Miesler, Anna Szczepanski, Tricia Winslow, and Roy Horvath.

2. Approve Agenda

3. Consent Agenda

A motion to approve the minutes for the 7/20/21 and 7/30/21 meetings was made by Nycole, seconded by Nona; unanimous approval.

4. General Business

5. Update from Friends of Library

None present

6. Update from Library Director

Director search:

Currently, there are many library positions open in the state. We have advertised in many places, but have not received a lot of response. Anna said to remind people to look at the job listing. We should also send targeted emails and advertise on social media. New Mexico has a library job board, called Hitchhiker.

School registrations:

Fort Lewis Mesa registration included representation from the library district, SBPH, the fire department and the Family Center. Patty issued 20 new library cards and shared information regarding the relationship between the public library and the school.

Sunnyside's registration event will be Thursday.

After school program:

- Audra Snow wants clarification regarding the difference between after school programs and child care. She is asking her people; perhaps we should ask our own lawyers, as well. Patty will contact Seder Vander

Wall, asking for legal clarification as to what constitutes child care in the State of Colorado.

- The principals at both schools have designated other spaces for the program to use.
- Surveys designed to gauge parent interest have been sent out and are being returned. Patty will let us know the results of those surveys on Friday. We need to document these findings and use them as a basis for future decision making.
- We have adequate insurance in place to run the program.
- Patty will make a checklist of what needs to happen before we can begin the after school program and develop a timeline for its implementation, unless parent feedback shows that parents are not interested in the program.
- We need to figure out how much we are willing to spend and tell the district how much more money we need; they may step up and bridge the funding gap.

Based on the above conversation, it has been determined that it would be wise to have budget allocation categories for children, teen and adult programming. That will show that we've thought through how much we are spending in each category and will help us justify why we are spending our money a certain way.

Summer reading program

- 56 children registered at Fort Lewis Mesa; 31 registered at Sunnyside.
- 307 children attended SRP events at Fort Lewis Mesa; 181 at Sunnyside.
- Over one thousand hours were read and circulation increased.
- Great job, branch managers!

Tricia will attend the Association of Rural and Small Libraries conference.

Library Hours:

- FLM 2:30-7
- SS 3-7; Trisha will begin providing circulation services for Sunnyside Elementary.
- Branch Managers will work 12-7.

Roy motioned that Trish and Chris work Monday through Friday from 12 to 7 pm. Cynthia seconded; unanimous approval.

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

1. Financial review – 15 Minutes

- We've received more revenue than we expected, and we are slightly under budget in expenses. We have money budgeted for upcoming events. We are managing our money well.
- Budgeted building expenses will be moved into a capital account.
- The proposed budget for next year needs to be ready to post in October. A preliminary budget will be ready for review by September's meeting. Wish lists should be submitted now.
- Scott will add subcategories for programming to help us ensure that we are providing services to all of our patrons.
- Spending process change:
 - All purchases over \$250 will require two signatures. Anything under \$250 will require one.
 - Cynthia will work on the proposed change. We will vote on the change(s) next meeting.
- If you have an opinion regarding collective bargaining for state government employees, including special district employees, share it with Scott.

2. County Fair Follow-up

The county fair outreach was successful. People enjoyed getting books and we introduced our libraries to a lot of people. We should also consider having a presence at the Home and Ranch Expo in the spring.

3. Library Open houses

When the schools have their open houses, the branch managers should make an effort to do something special to promote the libraries.

4. Mission/Vision Update

Vision statement: Strengthening our communities by providing access to information and ideas, supporting learning, and enriching lives.

Roy and Peter will work on mission statement, based on the vision statement.

5. Set dates for Budget open houses at each branch location

A combination open house and budget meeting will be held at each location. Sunnyside's will be Sept. 30 at 6:30 pm, and Fort Lewis

Mesa's will be Oct. 7 at 6:30. 2 or 3 board members will attend each meeting. Refreshments and other activities will accompany the open house portion of the meeting.

8. Other Items

- We need new signs at each location that don't say DPL. Patty will discuss with school district. Our banners need to be put up at the school sites.
- Peter will send a link to the sandbox for the website update. We need to tell him if we like the changes.
- Two community events are planned for *The One and Only Ivan* reading project: a kick-off party called "Books and Blankets" and a workshop to teach parents how to teach thinking and reading strategies. Food will be provided at both.
- Try to modify and finalize the IGA with the school district by December.
- Rebecca will design a postcard to advertise September and October events at the libraries.

9. Adjourn

Next SWLPD Board meetings - September 21, 2021 and October 19, 2021