

**SOUTHWEST LA PLATA LIBRARY DISTRICT  
BOARD MEETING MINUTES  
21 DECEMBER 2021**

1. Call to Order. The meeting was called to order at 9:34 a.m. by Cynthia. In attendance were Liz Vontauffkirchen, Cynthia Loebig, Peter Miesler, Nycole Eoff, Scott Davey, Nona Dale, Tricia Winslow, Roy Horvath.
2. Approve Agenda. Nona made a motion to approve the agenda, Nycole seconded and it was unanimously approved.
3. Consent Agenda. Nycole made a motion to approve the November board minutes, Peter seconded and it was unanimously approved.
4. General Business.
5. Update from Friends of Library members. No Friends member present.
6. Update from District Director
  - Full time library assistants. Liz has established regularly scheduled monthly meetings with FLM principal, agreement with SS principal, Mary, as well but no set schedule established yet. The principals have agreed to family members entering the library, pending okay from Dr. Cheser and Kathy Morris.
  - IT director working on after school Minecraft club which the schools will pay for. Probably institute in February. IT also agreed for a private phone line for Liz. They have a planned upgrade for wifi in 18 months so we could extend that out to the parking lot at that time.
  - Liz has quotes for Imagenet public copiers and would like board input. Has a new OPAC computer for libraries to look at catalogs, but they need new software installed. We may need to buy new circulation computers for each location. Kerry would maybe upgrade us with their surplus. Liz has a scheduled meeting on January 14 with Dr. Cheser and Kathy Morris.
  - Liz is working on a yearly calendar with all programs and meetings scheduled.
  - Staffing. Lauren and Bethany filling vacancy in SS branch manager position. Doing well would like to move them into manager positions. Stephanie at FLM is doing well but doesn't want more than 30 hours. Chris is doing so well, Liz would like to move her review up to 45 days rather than wait 60 days.
  - Would like to see afterschool programming five days a week by fall, and would like to be open 9-7 Monday through Friday. Nona asked if there was work for full-time. Liz says yes, lots! Remodeling project at SS with grant money. Cynthia wondered if we need to think about improvements at FLM so there wouldn't appear to be any favoritism at one branch. The grant was made only with assurances that the board would not withhold money from SS. Chris can get

upgrades if she wants as well. This situation warrants a board discussion at a later date.

Roy met with Marsha Porter Norton and the county is interested in directing money into a bookmobile. A meeting is scheduled on January 10, to include Marcia Vining and Brenda Marshall.

Cynthia asked about extra rooms at the schools for public use. Waiting to discuss at meeting with Dr. Cheser.

Cynthia feels strongly that the library manager position should be advertised. Liz would like to “take a breath” before posting. Timing is not quite right, in the middle of lots of big projects. Nona agrees. January is soon enough.

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

a. Resolution regarding \$40,000 to be designated as reserve funds. Can we table until January? The Telluride district suggested opening a new checking account for reserve funds. We could also set up a sub-account at Cowell Trust, which seems easiest. Scott thinks we can do it anytime. Tabled until January. Roy will prepare a resolution.

b. Review/approve portions of personnel policy pertaining to sick/vacation leave time and employment category updates. Cynthia put into resolution format with some information to be filled in. Need more information on accruing vacation time, need more detailed sheet for sick time based on legal requirements and vacation time based on our policy. The Employee Handbook needs to be updated. Will update resolution and table until January.

c. Review Meeting Schedule for 2022 - Stay with the third Tuesday morning of each month? Yes, Resolution 2021-6. Roy made a motion to approve, Cynthia seconded and it was unanimously approved.

8. Collection Development & Challenged Material Policy discussion and vote. Liz put together, borrowing from other libraries. Still needs to develop a form for challenged materials. Question about “Accuracy” on collection development. Discussion on it and decided “Authority” covers it. Roy would like the form to go along with before approving. Cynthia would like to get this approved sooner rather than later. Liz will get the form done today and send out to the board. Cynthia made a motion to accept these policies as presented awaiting the form to go along with these policies. Nona seconded and it was unanimously approved. *Liz drafted a Request for Reconsideration Form, sent out to the board on 12/21/21, no one requested changes, it is considered to be approved.*

9. Other Items. Roy talked with two people about possibly filling Nycole’s seat. Liz will ask Patty’s husband, Vaughn, Nycole will send an email to Rachael Latham asking about interest.

Signs at both branches need to be updated. Liz is on it and will get quotes.

Nona noted with changes in staffing and within the board, there should be changes to privileges on Drive and email strings. Liz is looking into getting Gsuite for the board, using Friends' 501(c)(3) status, for free.

Cynthia would like to know if the board can approve bonuses for employees. Liz emailed ASAP, but hasn't heard back yet. PERA is ok with a one-time, non-performance based bonus, it wouldn't adjust their payout. How much do we have to work with? \$3,000? And who's eligible, what's the criteria? After discussion, Roy made a motion to give Patty \$1200, Chris and Tricia \$600 each, and \$25 for each staff member for each month they worked in 2021 for end-of-year bonuses. Peter seconded, and it was unanimously approved. Cynthia and Nycole had discussed getting boxes of chocolates, to be paid for out of the district budget, for staff. Scott made a motion to approve up to \$500 for gifts for staff and for Friends. Unanimously approved.

Roy suggested continuing to meet via Zoom until health updates provide for in-person meetings.

The district received \$5000 in taxes in November and December, so we have about \$286,000 in combined accounts.

10. Adjourn at 11:04 a.m.

Next SWLPLD Board meetings are scheduled for January 18, 2022 and February 15, 2022.