

**SOUTHWEST LA PLATA LIBRARY DISTRICT  
BOARD MEETING MINUTES  
22 FEBRUARY 2022**

1. Call to Order

The meeting was called to order at 10:34 am. In attendance were Nycole Eoff, Scott Davey, Rebecca Benally, Peter Miesler, Cynthia Loebig, Liz vonTaufkirchen, Nona Dale and Roy Horvath.

2. Approve Agenda

Officer election added

3. Consent Agenda

A motion to approve the minutes from the January 18, 2022 board meeting was made by Rebecca, seconded by Nona; unanimous approval.

4. Public comment

None

5. Update from Friends of Library members

None

6. Update from District Director

**Completed since last board meeting:**

- Submitted (with Patty's help) the grant application for Growing Readers Together. It's a \$5000 grant that will support a seven-week Kindergarten Readiness series at both libraries, currently Patty is willing to host the Sunnyside series, and Chris will host the FLM series. I asked Heather Hawk at the Early Childhood Council to come and orient all three of us on the series before it starts (I will be primary backup for Patty and Chris). Today (2/8/2022) we learned we got this grant! Yay! At the ECCLPC board meeting, Heather agreed to train us before SRP.
- We have a district phone number. The old Sunnyside number (970) 375- 3816 now rings as Southwest La Plata Library District, press 1 for Fort Lewis Mesa and 2 for Sunnyside
- Sunnyside projects finished: Adult Fiction labels and cataloging fixed, moved the DVDs to the new area by circulation, rehomed the spinners to Ignacio Community Library, the paperback Easy books have been successfully deaccessioned, the Young Adult section has had labels and cataloging fixed, Juvenile Fiction has had its cataloging and labels fixed, Cheryl is doing a good job curating the donation cart to keep it attractive for the kids taking books at the end of their library visits
- A successful partnership launched with D9R, the State Library, DPL, and Dgo Kiwanis for the Dolly Parton Imagination Library initiative. Our FB post has over 19 shares and 168 engagements!
- Added more Chromebooks with cases for staff and two extras for patron use at each library
- I installed the SWLPLD laptops at each location as the second circulation station
- The Sunnyside and FLM outside signs and the sign over the library entrance are up and all look amazing!
- Two great meetings with Jenny Imel since the last Board Meeting, the principal at FLM. We continue to meet monthly; she's a great partner to work with! We have reinstated classroom visits, seeing every class every Friday. Chris and I alternate reading to the classes, and it makes for a full day but everyone (kids, teachers, admin staff, us) really likes it. Jenny approved the signs, including a "Ring for Library" sign by the entrance.
- Mary Ebens came over and helped us (Me, Patty, Bethany, Lauren, and Cheryl) frame up the structure of the After School Enrichment Program (ASEP) to better align with the structure provided during the school day. This is to make the children's experience more seamless, to give the program more calm and predictability for the kids, and especially to help the kids with IEPs to understand the structure and be more successful
- I had my first monthly visit to the preschool class at Sunnyside, it was AMAZING!
- A writer and photographer from the Herald came to After School Science Enrichment at Fort Lewis Mesa on Wednesday to do a story about us. The article ran in the paper on 2/16/2022 on the front page, above the fold! Yay! Here's [the link](#) to the FB post and article.

**In progress:**

- I learned we won't be able to install Minecraft on the school computers and since we definitely won't have access to the school computers during summer (and SRP) I have been working up a proposal for a laptop cart filled with remanufactured laptops for each location. With software, the proposal will be just under \$15K for both libraries. I'm looking for ARPA funding to support this initiative, which would enable us to offer Minecraft Club and Coding Club at both libraries. (And maybe Gaming Club in the future, depending on if I can get the school to stop filtering Roblox at the server level firewall.)
- CAL Board extra meeting and email votes to deal with the High Plains Library District programming policy debacle and accompanying IFC Committee drama, plus the regular CAL Board meeting for February on Fri 2/11. This past month my CAL board participation has been a bit extra
- Bought Avast antivirus from TechSoup for our PCs at \$8 per seat and got the two laptops set up with it, will use it on the new laptops and the OPAC computers, too, once we're ready with those
- TechSoup has discontinued the cheaper Office licenses so I'm in a quandary about how to get affordable copies of Office for our staff right now. We sent an email to TechSoup to ask for clarification as to why they are disallowing Office right now to libraries...I got through the paperwork in the return email and it indicates that less expensive than full price (but more than the donated price) Office licenses will be available for libraries starting in January 2022 but I can't find any on the TechSoup site, I reached out to TechSoup and learned that these licenses will be "available soon" and to check back
- We had a pretty bad injury at our after school science enrichment program (a dislocation and broken arm) and it made me aware that only Bethany and I have our CPR/First Aid certification and we're both expired. I reached out to Pine River Library, as I know they have qualified trainers on staff and their own CPR dummies to use. I asked if they would consider training our after school staff as a partnership, [Mary Ebens](#) wants to participate with us and bring a couple of her staff. PRL is offering a Saturday in August for this, which we will take. I also invited [Jenny Imel](#) to participate and send staff, if she wants...
- ASAP still wasn't clear on the sick/PTO accrual for our staff and no one got any on the last pay period. I have been in touch with ASAP and I clarified with them the accrual rates and parameters and they assure me that they will be accurate this time, including the accruals that were supposed to be on last pay period, as well. Thanks to Patty for helping me with this confusing process. Stephanie's was right and Chris' was wrong, so I asked all the staff to check their pay stubs and let me know
- Sunnyside: the DVD relabeling project: kids DVDs are finished with label and cataloging corrections, and the adult fiction is about halfway finished. We are looking at [ideas](#) for section signs at Sunnyside

#### Ongoing:

- We have consistently had 40 kids at the FLM afterschool science program on Wednesdays. When kids are absent, their spots are immediately filled from the waitlist. [Chris Conrad](#) has done a wonderful job of recruiting volunteers and hiring part time staff to help cover this and also her successful Tues/Thu after school enrichment program
- Sunnyside has fewer kids but many of them are high-needs, so 20 at Sunnyside feels similar to 40 at FLM, to be honest. Lauren, Bethany, Liz, Patty, and sometimes Cheryl are all necessary on some days to maintain order at our After School Science Program, even with significantly fewer kids. D9R approved us for financial support of paras to help, but so far none have stepped up to stay with the kids
- The January All Staff meeting was great. [Alicia DeLacey](#) agreed to take on our PSAs and possibly start learning the website and helping with flyers (Publisher dependant--still working on that). The February all-staff meeting also went well last Thursday: Liz talked about her management style (based in the human relations and employee engagement theories of management), the [ALA Code of Ethics](#) (review for existing staff), [The Five Laws of Library Science](#), and regular operational stuff. We're gearing up for the Summer Reading/Summer Learning Program at both locations.
- Classroom visits are happening regularly at both libraries, every class, every week --I'm reading The Wild Robot with the fourth graders at FLM and it's going wonderfully :)
- FLM redesign -- shelves and furniture-- [Chris Conrad](#) has been envisioning design ideas with help from Stephanie. We are looking for grant funding to support the cost of the FLM refresh, Stephanie is helping with this by scouting grant opportunities and Liz will probably do the grant writing for this. The idea they have of a jungle theme is wonderful and the items Chris and Stephanie have selected will make children and adults feel more welcome and will make the space vastly more inviting & appealing for all.
- The FLM collection will need a ton of massaging to fit into the newer shelving configuration and because it, like Sunnyside, was cobbled together from multiple disparate collections when it was "born." We need to regulate the sections in a way similar to what we're doing at Sunnyside so that they align with general library standards. So far, Chris has started training Yvonne to pull outdated nonfiction titles for consideration of discard and that is a terrific start but there's a long way to go.
- The Sunnyside refresh continues to progress; Patty has been doing an amazing job. More furniture continues to arrive and the collection categories are shaping up to be aligned with library standards at Sunnyside, probably (hopefully) by summer. We still need to figure out what we want to do with nonfiction; that should probably be uniform across the district, so it will be an item for the management team to discuss together before making any decisions.

#### Q & A:

**Please come and get your name tags if you haven't picked them up yet :)**

CPR/First Aid training will be held in August on a Saturday. Minimal cost to district. Also open to school staff.

Injury, referenced above, might create insurance claim for district.

Friends book storage? Still in process at Sunnyside. Good space and shelving at FLM.

Use of additional space outside of library? SS has "community room" (former computer lab). Access to cafeteria for snack time. Stem lab for science time. Gym also available. FLM uses several rooms as well (art room, shared school room).

Status of computer lab at Fort Lewis Mesa? Perhaps dismantled by fall. Hope to become a "community room" for the library.

Adult programming or outreach? Adult Zoom programs happen quarterly. Gardening program being planned, perhaps for April.

Liz's "Shelf Life" column will address how people can use the library even if they don't have children attending the schools.

Proposing infant story time to school district.

Projects for the future: Exterior lockers/electric vehicle charging stations/book drops located so that people don't have to leave their vehicles.

## 7. Election of Officers/New Board Member

Board position open until filled.

A motion to continue with the officers as presently constituted for 2022 was made by Nona, seconded by Peter; unanimous approval.

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

### 1. Financial status update

Received 40K more than budgeted in 2021; 126K less in expenses; revised balance sheets have been posted.

January 2022: \$1,500 more than expected. Salaries significantly higher than budgeted. Technology expenses not yet paid. Budget will be adjusted in the second half of the year.

Plans to simplify the Treasurer's responsibilities were discussed.

### 2. Finance Committee Update

Friends don't want to keep the PO Box. Scott recommends we keep the PO Box for the district.

Roy moved to retain the Marvel Post Office Box, seconded by Peter; unanimous approval.

Scott will start a list of what addresses need to be changed to the PO Box, and several people can work on the changes.

### 3. Management Committee Update

#### A. Progress report from branch Manager committee

Four applicants for branch manager position. One met minimum qualifications. Initial interview held. Follow up interview will be held on Thursday.

### 4. Strategy/Development Committee Update

## 9. Other Items

Marmott ILS? We can find money if we don't spend money from other categories. Includes a robust digital collection. Liz will create a list of pros and cons for each system.

Lauren? Moving to Denver in June. We have enough personnel to cover her position.

In person meetings? Roy will check with county to see if they are permitting the use of their meeting room.

## 9. Adjourn

Meeting adjourned at 12:01 pm

Next SWLPLD Board meetings - March 15, 2022 and April 19, 2022