

**SOUTHWEST LA PLATA LIBRARY DISTRICT  
BOARD MEETING MINUTES  
15 March 2022**

**1. Call to Order**

**The meeting was called to order at 10:40 am. In attendance were (in person) Roy Horvath, Scott Davey, Cynthia Loebig, Liz von Tauffkirchen, and Janet Kuss; (via Zoom) Nona Dale, Peter Miesler, and Tricia Winslow.**

**2. Approve Agenda-no changes**

**3. Consent Agenda**

**A motion to approve the minutes from the February 22, 2022 board meeting was made by Cynthia, seconded by Nona; unanimous approval.**

**4. Public comment**

**None**

**5. Update from Friends of Library members**

**None (no representative present)**

**6. Update from District Director (update presented by Liz is below, followed by discussion points)**

**Completed since last board meeting:**

- The Powerhouse had to cancel one FLM day because of snow and we canceled one Sunnyside day because of snow, so we tentatively arranged with Powerhouse to have the one make-up session as part of the Summer Reading Program at each location
- Spent some time gathering data and sent out a report to the board re: the HPLD drama. I hope that was helpful and informative
- We continue to see every K-5 class every week at both schools, with stories and time for checkouts and free reading
- Had our Growing Readers Together grant site visit with Lori Special, Joyce Johnson, and Kate Bruner from CSL/CDE (Colorado State Library/Colorado Department of Education), it went really great
- Our first two Summer Reading meetings are in the bag. We have some great content shaping up for a terrific summer program. We're planning one big family/all ages event per week per location (10:30 Tuesday at Sunnyside, 9 am Wednesday at FLM), one Growing Readers Together event at each library each week (10:30 Tues @ FLM, 10:30 Wed @ Sunnyside), and a big survey push for the whole SRP to find out what the community wants to see from us. We'll use

the results of the survey to inform our strategic planning and program planning for fall and next year

- Colorado Public Library Directors meeting via Zoom, most of it was about the Covid tests and about the upcoming CPLD retreat in Vail in May
- Weekly meetings with Chris at FLM going well, I was delighted to congratulate Chris on giving [Yvonne Ellis](#) free reign to design her own after school enrichment activities and Yvonne is doing awesome. Well done to them both!
- Monthly SIPTA (Sunnyside Independent Parent Teacher Association) meeting at Sunnyside went well, still haven't managed to get connected with FLM PTO. SIPTA has been contributing snacks for after school which we appreciate very much. I have it in my notes to ask Jenny at FLM about getting involved with the PTO over there at our meeting next Wednesday
- Had my second monthly visit to the Sunnyside preschool class, which went well
- Had lunch with Heather Hawk, Executive Director of the Early Childhood Council of La Plata County. We gave her 3 boxes of bilingual books donated by Sherry Pearson at Spanish Peaks Library for the Park Elementary bilingual reading club. She agreed to run our Growing Readers Together (GRT) programs during SRP instead of having to train us to run them, which will be amazing!
- Thanks to Roy for finding us affordable Office licenses for our three laptops! One went to [Alicia DeLacey](#) for making flyers and we'll have one at each library for staff use for now & public use once we have Clean Slate or Smart Shield

### **In Progress:**

- Spent a lot of time trudging through grant eligibility documents looking for money for the FLM refresh. My first choice will be El Pomar for this ask
- I heard a rumor that the FLM building will be closed for a roof repair for a section of the summer, Dr. Chesser emailed me back confirming that there will be roof construction during the summer but that there will be no need for the building to be closed during this process
- Ordered our laptop carts and the first 8 laptops with ARPA money from a grant that Patty wrote for us last year. We still need 30-38 more laptops plus all the software (Avast, Clean Slate, Minecraft, maybe Prenda) so more grants will be needed to fund that – the two carts and first 8 laptops came already. I have a request in with Fortres Grand for a quote for the Clean Slate Software and I've ordered more Avast seats from TechSoup
  - Update on this. Both companies (Smart Shield & Clean Slate) charge more than I thought but I think Clean Slate is slightly cheaper. The more we buy, the cheaper it is either way, so I may wait until we have our full fleet of laptops before pulling the trigger on this software
- Arranged to visit the Preschool class at FLM on a Wednesday morning. I offered monthly, she wanted weekly, we settled on every other Wednesday for the duration of the school year
- ASAP messed up the PTO and sick time accrual again for our staff, this is the second time in the last 4 pay periods but they assure me it won't happen again

- Our CPR/First Aid training is scheduled for Saturday, August 13 at Pine River Library. They offered it for \$40 per person OR if I come and teach their babysitter training for a day in May, we can have it for \$20 per person. I agreed to a day of teaching the babysitter training as a partnership and the lower price
- Bethany has filled out her FAFSA and is looking for a good Bachelor's in Library Science program to enroll in.
- Stephanie and Bethany have agreed to start learning about cataloging, so I recommended the ALA Fundamentals of Cataloging course which is a six week online course that I took in 2017 and found most helpful and illuminating
- Spenser Snarr is not interested in applying for the Sunnyside branch manager position. Also, the idea of adding another salary to our personnel budget line makes me feel like I have a rock in my stomach; I can't imagine what all we would have to cut to make that work with our budget. Can we please consider promoting Bethany instead?
- Thanks to help from Scott and Patty, we got our after school injury logged with the insurance carrier. Claim # 4A22038KWZW0001
- PLAR (Public Library Annual Report) due this Thursday: this is extremely time consuming and complicated to gather all these stats
- Met with Jessica at FastSigns again and talked about the "Ring for Library" signs (which both principals agreed to, we'll add a temporary sign below with current curbside/in person hours at each location), the Easy letter signs, and section signs for Sunnyside

### Upcoming:

- April program idea is "Try VR." We have an agreement to borrow Pine River's two Quest 2 headsets and we'll give adult patrons a chance to come and try them out –the events will (probably) be on Thursday 4/14 @ Sunnyside at 5pm and Thursday 4/21@ FLM at 5pm. The week of spring break I'm borrowing the headsets for the staff to try, so they will know at least a little about them and be able to help guide our adult patrons. [Cheryl Cessna](#) has agreed to help at both locations' events as my second presenter and a patron guide; her other job is at the Powerhouse Science Center and she's comfortable showing people technology
- CLiC is having a free in-person professional development and networking opportunity at Durango Public Library on Wednesday, May 4, with lunch included. I'm encouraging staff to attend and I'll be there, too
- CLiC is a wonderful organization with many great products and services: the Colleague on Call (maybe my favorite), the Spring Workshops (the best available for the price, for sure, very excellent) and other trainings, Jim Duncan (amazing at his job and also a really kind person), the Colorado Library Courier Service, shared purchasing agreements for all sorts of digital products (Kira's position manages this), ACDC Overdrive Consortium, and AspenCat/Aspen Discovery. The only thing I want to drop is AspenCat/Aspen Discovery, we will still use all the other features of CLiC (except ACDC, which we never joined, anyway)
- Heather Hawk had a great analogy to describe the difference between an open-source ILS like AspenCat and a packaged ILS like iii. She said AspenCat is

like a rotary phone and iii is like a cell phone. You can make a call on either phone, but there is an extreme difference between what a rotary phone can do and what a cell phone can do. Also, it's important to understand that comparing AspenCat to Marmot isn't Apples to Apples:

- o Things included with AspenCat: the Koha open-source ILS, the Aspen Discovery Layer, and ticketing system for support
- o Things included with Marmot membership: a packaged ILS product (iii); the Pika Discovery Layer; membership in the Marmot Overdrive Consortium; Institutional Membership in CAL; the FREE Marmot User Group conference every fall for ALL staff; support via the help desk or via the Knowledge Base; free online and limited in-person trainings; membership in/access to the Marmot eContent Committee, the Marmot Access Services Committee, Marmot Discovery Committee, and more. The committees are a powerful networking tool, with players from all 30 libraries present, giving us unprecedented access to information and people. The Marmot eContent Committee is a particular boon to us, as I was chair of that committee for several years and that position is currently still open; Marmot has held off filling it with the hope that I will come back and lead it again, which I would like to do. Joining Marmot would put our library in a very good position state wide.

#### **Q & A:**

- I think you are an exceptional board. I'm grateful that you chose me for this opportunity to serve the community and district. I want to do right by you all and I always do my best for you. It is my opinion that Bethany Murga is the right person for the Sunnyside branch Manager position, please consider trusting me on this and letting me make that call.
- With Sunnyside Summer Reading Events at 10:30 on Tuesdays, can we consider rescheduling the June and July Board Meetings? They will be directly in conflict with SRP at the current times.
- The most important part of any organization is the people who work there. I think you've done an excellent job making SWLPLD a great place to work: PERA, health insurance, holidays, sick time, PTO, etc. It's important to create good jobs and make SWLPLD a desirable place to work, so our employees will be more inclined to be engaged and want to be at work. Another strategy which helps in this regard is to funnel people toward tasks they find challenging and rewarding whenever possible and to provide professional development often. I think we have assembled a fantastic team at both locations, which will make it possible to serve these two communities well.

#### **Discussion points with board:**

- **Liz will research and document procedures for filing an insurance claim**

- **Strategy and Development Committee:** Cynthia noted that the topic of switching to Marmot comes up repeatedly and suggested that we develop a process to examine the pros and cons, look at the financial implications, and determine a path forward one way or another. Another topic came up regarding staffing and budget (that the current staffing differs from the staffing plan the board had envisioned, and how that is impacting the budget). In response to these two items, Roy suggested that the Strategy and Development Committee is the appropriate group to be handling these details. The S&D Committee should meet and start developing a roadmap for staffing, budget, planning, and other relevant issues, such as the library catalog. Current S&D committee is Nycole Eoff (no longer a trustee), Peter Miesler, Rebecca Benally, and Roy Horvath.
- **Committee appointments need to be reviewed:** After looking at the S&D committee members and seeing that one of the members is no longer on the board, it was decided that the committee appointments will be reviewed at the next regular board meeting. Janet Kuss will be officially installed as a board trustee by then, so she can decide where she wants to add her talents.
- **Hiring Authority & Process:** Discussion was held on appropriate hiring process. The Board should provide the parameters and the Director should institute it.
- **Schedule conflict for Board meetings & SRP:** The monthly board meetings are scheduled at the same time as the summer reading programs and Liz does not want to miss attending those programs. The board agreed to change monthly meetings to Thursdays in June and July to avoid this conflict.
- **Payroll processing:** Trouble with ASAP adding Sick Leave and properly accounting for leave on paychecks prompted discussion about payroll processing. Also, the feeling is that the payroll processing should include managing the PERA contributions, which our current service does not include. Liz will look into other payroll processing options to compare scope of services and cost.
- **High Plains Issue:** Scott requested a more in-depth presentation about the intellectual freedom issues involved in the High Plains Programming Policy legal case. Board expressed desire to better understand issues and to avoid making similar mistakes.
- **Unattended Child Policy:** This policy is high priority leading up to summer schedules. Management Committee will review existing draft, get input from Liz, and create a draft policy to present the board at the April meeting. Liz prefers the age limits should be based on behavior, as opposed to absolute age.

## 7. Update regarding vacated Board position

County Commissioners have interviewed Janet Kuss. She is the only applicant at this time. She will presumably be appointed by the next BOCC meeting, to be held next week.

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

### 1. Financial status update

- **Financials will be published next week**
- **It is early in the year and some of the spending budget categories are ahead at this time. It could be a result of timing and/or spending categorization, so finance committee will review once financials are done for March.**
- **Categories that are ahead include payroll (\$6k/month over), which is related to addition of sick leave, and actual staffing differing from planned staffing)**
- **Spending is also ahead on hardware and office supplies. Likely this is a timing issue.**
- **\$40k was moved into COLOTRUST account for capitol reserve (as approved in Feb 2022 meeting)**
- **Accounts are earning more interest than anticipated, due to higher interest rates nationally**
- **Grants will likely pay for some of the current materials, but usually come in as reimbursements. This will be considered in financial review in April.**
- **Liz expressed concern for safety at FLM Branch, as there is only one exit. She will discuss this with Karen Chesser, along with the lack of a bathroom in the library.**
- **Liz and Scott need to coordinate to transfer control of CEBT account, as only one person can access the account. Scott has access, needs to transfer to Liz.**
- **Liz needs to get access to payroll reports from ASAP.**

### 2. Finance Committee Update (see above)

### 3. Management Committee Update

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

- **Offer was made to top applicant, who declined the position.**
- **Liz would like to have authority to hire from existing applicants**
- **Roy Horvath makes a motion to move to executive session to discuss personnel and salary issues related to hiring the SS Branch Manager position. Nona Dale Seconds.**

**Following executive session:** Cynthia Loebig moves to give Liz the latitude to hire as she sees fit for the Sunnyside Branch Manager Position. Peter Meisler seconds.

Roy adds, "with the understanding that Bethany would need to enroll in a program to earn her Bachelor's Degree."

Approved unanimously (Nona and Rebecca are not present for vote, but there is a quorum with four trustees.)

4. Strategy/Development Committee Update

- **No update at this time**

9. Other Items

- **Meeting in person is preferred, but zoom option will still need to be available.**
- **Board meetings could be held at libraries during the summer months.**

9. Adjourn

Meeting adjourned at 12:10 pm

Next SWLPLD Board meetings - April 19, 2022 and May 17, 2022