

**SOUTHWEST LA PLATA LIBRARY DISTRICT
BOARD MEETING MINUTES
19 JULY 2022**

1. Call to Order

The meeting was called to order at 9:30 am. In attendance were Alana Ostrander, Janet Kuss, Scott Davey, Rebecca Benally, Peter Miesler, Cynthia Loebig, Nona Dale, and Roy Horvath.

2. Approve Agenda

3. Consent Agenda

A motion to approve the minutes from the June 11, 20, 23, and 25th meetings was made by Roy, seconded by Nona; unanimous approval.

4. Public comment

None

5. Update from Friends of Library members

Friends' meeting: FLM book sale postponed, issues with 9R approving the event. Planning on September or October, perhaps in conjunction with school carnivals. Books will be moved from FLM to Sunnyside. May be taken back to FLM if space is available after school starts.

On going events include the Farmers Market, rodeo, and county fair. The county fair will be held August 10-14. Volunteers are needed and the sign up has been shared with everyone.

Sunnyside's wreath event will be December 8 and Fort Lewis Mesa's ornament event will be December 1.

6. Update from Branch managers

Chris/FLM: The Southwest La Plata Library District has been approved as an organization from the 9-R facilities department. Fort Lewis's remaining summer reading programs have been approved as activities and Chris is working on getting Sunnyside's programs approved. We can request to reserve facilities for certain events. Our events need to be on their calendar, especially if the event uses space outside the library.

Fort Lewis's SRP hosts 30 to 40 kids each week.

Chris and Stephanie have ongoing projects of weeding and shifting of the collection.

Alana will look into donating weeded books to La Plata County Sherriff's Department.

Bethany/SS: SRP going well; Shifting and weeding children's nonfiction

Scott mentioned that we need to know how many people we need to work at each library and why we need them. Rebecca will come up with a form for the employees to specify how they are spending their time.

7. Review/approval of audit exemption request resolution for 2022

A motion to approve motion 2022-06, audit exemption for fiscal year 2021, Scott; seconded by Cynthia; unanimous approval.

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

1. Financial status update

Income is on track; expenses are more than expected, and we may end up \$30 to 40,000 over budget specifically in salaries and benefits. However, we are within parameters and will not have to file an amended budget.

2. Finance Committee Update

Scott and Nona will work on next year's budget.

Initial budget is due in October; public discussions happen in November; budget will be filed in December or January.

3. Management Committee Update

1. Update on policy updates/development progress

Keep working on policies individually. Add comments and we will begin pulling it all together.

4. Strategy/Development Committee Update

1. Discussion pertaining to position re-structuring ideas & options

Discussion; item tabled

2. Discussion pertaining to posting of District Director position

Tabled for later discussion.

3. Discussion of training options and development of training schedule for staff/Board

Roy will become an administrator and will research and have staff members take courses.

4. Review of information available pertaining to number of patrons, checkouts, etc. compared to hours of operation and staffing

9. Other Items:

The exit interview with Yvonne revealed that we need a list of serial numbers for library equipment and we need to keep track of who has what. Janet will undertake this project and a general inventory, including the condition of items.

A discussion between Stephanie and Cynthia revealed that a feeling of inequity between the two branches needs to be addressed. Cooperative communication is needed. Janet and Rebecca encouraged in-person, monthly meetings.

Roy will call Telluride to ask about their surplus shelving.
Did the school district give us the school library's shelving? We need to clarify this on the IGA.

Cindy will help Peter with website

Roy is working with Patty on G-suite .

August 10 meeting? The Breen building is still reserved. Roy will solidify plans within the next week.

10. Adjourn: The meeting adjourned at 11:20 am.

Next SWLPLD Board meetings - August 10, September 20, October 18, November 15, and December 20, 2022