

**SOUTHWEST LA PLATA LIBRARY DISTRICT
WORK MEETING MINUTES
28 SEPTEMBER 2022**

10:00 AM - Updates on general operations and after school activities/programs from Sunnyside

10:10 AM - Updates on general operations and after school activities/programs from Fort Lewis Mesa

10:20 AM - Updates on training and feedback from staff members – SDA conference update from Scott & Roy

10:30 AM - Overview of weekly time reports from all staff members and monthly circulation reports from managers, process for submission/archiving – additional clarification on recording of time worked, mileage, travel time and other related details. Updates benefits open season/signup and Board position on FAMLI program and District position descriptions

11:10 AM - Overview of leave requests and provisions for coverage of positions during leave requests.

11:20 AM - Start Lunch

11:30 AM - Update on process of advertising for Director and Substitute positions

11:45 AM - Board action on final position descriptions and ads for positions

A motion to accept positions descriptions was made by Peter, seconded by Cynthia; unanimous approval.

A motion for newspaper ads to be run was made by Roy, seconded by Scott; unanimous approval.

Next SWLPLD Board meetings - October 13, November 15, and December 20, 2022