

**SOUTHWEST LA PLATA LIBRARY DISTRICT  
BOARD MEETING MINUTES  
16 JANUARY 2023**

1. Call to Order

The meeting was called to order at 4:16 pm. In attendance were Scott Davey, Rebecca Benally, Cynthia Loebig, Peter Miesler, Amanda McKown, Nona Dale, Janet Kuss, and Roy Horvath.

2. Approve Agenda

3. Consent Agenda

A motion to approve the minutes from the December 20<sup>th</sup> meeting was made by Peter, seconded by Nona; unanimous approval.

4. Public comment

None

5. Update from Friends of Library members

None

6. Update from Library Director

A motion to call the libraries Fort Lewis Mesa Library and Sunnyside Library was made by Peter, seconded by Cynthia, unanimous approval.

Fort Lewis Mesa:

- Fully staffed; New LA 1 (Sari Benmeir) has begun training and is working out her schedule.
- "The Club" is expected to begin at Fort Lewis Mesa in February. We will still have 2 afterschool programs (Crazy 8s and Steamsters).
- Passive Program: Share Some Love
- Cindy asked for social media guidelines. She has our draft policy.
- Can the district purchase Notary Insurance for our notaries?
  - Scott will reach out to SDA to see if we are already covered or if we can add a rider
  - Sari should renew her license; Cheryl and Rebecca should begin Notary training

Sunnyside:

- Still looking for an LA 1; will place ad in newspaper.
- Edible Books will be held Tuesday, February 21 from 3 to 5. Sunnyside PTA has asked the library for 5 prizes (children's cookbooks).
- Mary Ebens would like us to continue the Books and Blankets and Rock and Read programs.

Input from Board to Director:

- Nona suggested we purchase folding chairs for community and program use. Roy will see if the Fort has any in surplus.
- Create an annual plan for furniture and fixtures (\$8000 budget)
- Cricut machines for both branches
- Create a training plan for staff, include training regarding bullying
- Strategic Plan: Rebecca would like to see us have our own space for Fort Lewis Mesa Library.

## 7. Election of Board officers for 2023

Roy motioned that the following board members hold the following offices:

Chair: Cynthia Loebig

Vice-Chair: Roy Horvath

Secretary: Nona Dale

Treasurer: Scott Davey

Seconded by Janet; unanimous approval.

It was suggested that the board review the committee memberships and revise at the next board meeting.

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

### 1. Financial status update

We ended the year \$70,000 under budget. Revenue was more than expected; we were on budget for expenses; \$38,000 is left in the building improvement fund. A resolution to move it to the Capital Improvement fund will be made at the February meeting.

### 2. Finance Committee Update

Scott will submit the budget to the department of local government and will renew our SDA membership and pay for it.

Payroll has switched to biweekly; checks went out Friday; so far no complaints. PERA uploads may be done by ASAP—getting a cost estimate together. Scott will follow up.

Searching for bookkeepers; CPA, etc that can help with financial responsibilities and audit filing.

### 3. Management Committee Update

Cynthia would like to schedule a meeting to review our social media policy. Thursday, Jan. 26, 4:30 pm.

- a. Resolution 2023-1 Meeting Schedule and Posting locations for 2023

A motion to approve Resolution 2023-1 was made by Cynthia, seconded by Nona, unanimous approval.

b. Resolution 2023-2 pertaining to reserve funds  
Tabled until February

4. Review of changes to 9R/SWLPLD IGA  
Rebecca will schedule a meeting with Dr. Cheeser. Meanwhile, please comment and make suggestions regarding the IGA.

5. Strategy/Development Committee Update

9. Other Items

Shall we pay our staff when the libraries close due to inclement weather?

- Add to the IGA: If snow impedes safe access to the libraries, one or both libraries may close. If snow can be reasonably removed, the library(ies) will open during their regularly scheduled open hours.
- Provide the following information to the employees: Your assigned worksite is open. Please use your discretion about whether or not you can come to work. Please let the branch manager or library director know if we can expect you for your scheduled shift.

10. Adjourn

The meeting adjourned 6:03 pm.

Next SWLPLD Board meetings – February 20, 2023, March 20, 2023