

**SOUTHWEST LA PLATA LIBRARY DISTRICT
BOARD MEETING MINUTES
20 FEBRUARY 2023**

1. Call to Order

The meeting was called to order at 4:05 pm. In attendance were Scott Davey, Rebecca Benally, Cynthia Loebig, Peter Miesler, Amanda McKown, and Roy Horvath.

2. Approve Agenda

General discussion regarding changes to the agenda:

- Should we discuss large bills in the consent agenda? (SDA renewal, insurance, etc). Finance chair will announce contracted and/or expected, large, non-repeating payments as they become due; finance chair will bring for discussion unexpected or new large (over \$1000) expenses.
- Should Branch Managers attend board meetings? Branch managers may come if they have a concern or need to make presentations to the board.
- Rebecca will update addresses for new staff members in the shared folder

3. Consent Agenda

A motion to approve the minutes from the January 16th meeting was made by Cynthia, seconded by Peter; unanimous approval.

4. Public comment

None

5. Update from Friends of Library members

None

6. Update from Library Director

- Roy will help us determine if the printers we have are WiFi enabled. If not we will purchase new printers
- 4 February Library Programs, all successful
- More programs in the planning stages
- Can we host after school yoga at Fort Lewis Mesa? Tina Albrecht will lead and would like to be paid her substitute wage.

- Work out space, day, and time with Jenny; don't create a conflict with the existing program at the grange
- Growing Readers Together will begin at both branches on or around April 12 and will run for 6 weeks
- No word yet on "The Club" at either location
- LA I – Sunnyside
 - 5 applicants; interviews this week (Cheryl, Patty, Rebecca)
- Rebecca will work on emergency procedures for employees working alone based on 9R's procedures
- Receiving pushback from staff regarding no pay on snow days

Instructions from Board to Director

- Get an entry sign at FLM with our logo on it
- Make sure employees have emergency numbers in their phones and at home
- Print out doorbell times and place by doorbell equipment at each location
- Reach out to the board on a regular basis. Ask for input and insights
- Joan Alfred can cater the staff meeting meal
- Check out AspenCat's slider and make sure it is accurate for our library
- Alicia's mileage reimbursement check is at ASAP. See if Alicia wants to set up direct deposit
- Create a spreadsheet showing how much time is being spent on which activities.
- Develop a list of policies for the management committee to work on
- Check into TINK for IT services
- Email policies to Cynthia
- Have Nycole Rerecord the phone message for the district

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

1. Financial status update

January:

- Revenue less than expected, but expenses also less than expected. \$15,000 better than budget.
- \$90,000 in the bank; \$209,000 general reserve; \$41,000 in capital reserve.
- Tell Scott if he needs to modify the budget sheets to provide the information people want/need to see.
- SDA membership has been renewed (\$600)
- Roy asked Scott to look at the information from the ASAP webinar

A motion to approve Resolution 2023-2, moving \$40,000 from the reserve fund to the capital fund, was made by Amanda, seconded by Cynthia; unanimous approval.

Scott will move the money later this week.

2. Finance Committee Update
3. Management Committee Update
 - The management committee met to discuss Social Media Policy, Photography and Video recording policy; adult child physical contact and transportation guidelines. Policies will be adopted at the next board meeting
4. IGA
 - Discussions regarding changes to the IGA occurred. Rebecca will incorporate the discussed changes and set up a meeting with Roy, Dr. Chesser, and herself. 9R will be encouraged to respond to the IGA in a timely manner.
5. Strategy/Development Committee

8. Other Items

9. Adjourn

The meeting adjourned 5:59 pm.

Next SWLPLD Board meetings – March 20, 2023, April 17, 2023