

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

1. Call to Order. The meeting was called to order at 4:02 p.m. In attendance were Roy Horvath, Scott Davey, Cynthia Loebig, Peter Miesler, Amanda McKown, Nona Dale, Janet Kuss, Nycole Eoff.
2. Approve Agenda. No changes.
3. Consent Agenda. Minutes February 20, 2023. Peter motioned to approve; Nona seconded. Unanimously approved.
3. Public comment. No public comment.
4. Update from Friends of Library members. The Friends have not met in three months, having trouble finding time that fits for everyone. Can still use Zoom platform. Roy noted the shelving in Telluride is available! Will let Alana know they are ready for pick up.

5. Update from District Director

Stats are in shared folder. Would like feedback. Nona likes the info. More info than they had in a long time and likes the breakout. The stats show that 40% of our programming is for after school activities. With the onset of the Boys & Girls Club starting up their after school program, Rebecca sent an email to 9-R making it clear the library would no longer be providing after school programs as we shouldn't be replicating services. Patty will continue to have an after school program one day a week as well as providing activities while Powerhouse works with each group of kids.

Great staff meeting on Thursday. LAI breakout session suggested some changes to the employee handbook, specifically, the discipline policy, the extended leave policy, and updating the board contacts. Who initiates changes with handbook? Rebecca will propose changes and run through the management committee. It is best practices to update every three years and we are at that point. There was a discussion on where the edits are located. Maybe just focus on what was brought up and present to management committee. Rebecca is also working on a privacy policy and a Cora request policy. Amanda thought we were covered under the county? If so, we should familiarize ourselves with county's policy. Management committee meeting scheduled for 4 p.m. on April 10 at Sunnyside.

The wifi printer is connected and operating at Sunnyside thanks to Ramon!

7. Brief discussion regarding Animas High School Buildings & potential site transition. AHS has a couple of large buildings we could have for the cost of moving which is about \$80,000, but we have no land to move to. Cynthia —not in favor of acquiring stuff we don't have plan for, Peter agrees. Would have to move two times, very expensive.

Rebecca feels the district would flourish more in our own space. 9-R doesn't care if we are meeting our taxpayers' goals. We should be able to service all our patrons in our own space. Pagosa library received grant money from DOLA and USDA. Rebecca will have the LAIII's work on researching land, grants.

Roy and Rebecca have a meeting scheduled with Dr. Chesser on March 29 regarding the IGA and will also discuss access issues.

With all the board turnover, we will need to revisit the strategic plan as well. Should we have a quarterly board meeting where we just focus on strategic planning? Roy, Janet, Peter, and Mandy are on that board. Meeting scheduled for 2 p.m. on April 10. Roy will set up Zoom meeting.

Book vending machine kerfuffle. Sunnyside school got a grant for book vending machine. Mary wanted it to be in library, but it's very large--4x6x3 ft.--and once put together it can't be moved and it is not for public use, just Sunnyside students, so Rebecca declined. Mary tried to get around Rebecca and asked Cheryl, but Cheryl said talk to Rebecca. Rebecca offered to have the machine in the back room and the library would stock it, contingent upon the library using that room as a meeting space. Mary said no, that room is going to Sipta. So, no book machine in library and no meeting room.

DEF Resource Fair scheduled for April 5. Patty and Cindy are going and will promote our Summer Reading Program and the Growing Readers Together Program.

Great Peep-o-rama contest—make a diorama containing Peeps for prizes on April 7.

Growing Readers Together Program, starting in April for PK families. Will allow families into school during school hours and if all goes well, we are hopeful for a toddler story time during school time.

Social Media Policy and Photograph Policy. Need to approve, but not on agenda. Rebecca pulled up and shared her screen.

Photograph and Video Recording Policy. Attach notice at end of policy, which there are three posted at each location.

Social Media Policy. Cynthia motioned to approve all; Peter seconded. Unanimously approved. (Note that Janet was absent for the vote.)

Nona noted what a nice staff meeting Rebecca put on and learned a lot.

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

### 1. Finance Committee Update

Scott posted financials this morning. For the month, right at budget. We got \$5,000 grant money from DEF. Tax revenue slightly behind about \$1,000 but that income just depends on when people pay their property taxes.

Got a refund check for about \$200 from workers comp. Moved \$40,000 to reserve. Have about \$170,000 in general reserve and about \$81,000 in **rat hole** reserve. **(is this what he said??)**

Rebecca asked if an employee not working 20 hours/week could still get and pay for dental insurance? An employee would need to work enough to cover cost of insurance. Any employee may purchase benefits as long as they earn enough to cover benefit costs and needs to be regularly scheduled. So tentatively no, but will discuss at April 10 meeting.

Scott made contact with Simonson and Associates whom he met at SDA. Have them file our exempt from audit request. Also interested in their doing a little more day-to-day stuff. Only glitch is they don't use Quickbooks. He did send them hardcopies of our financials and last year's copy of exempt from audit request. They will bill

on an hourly basis. Will get exempt done first and see if they can get on our Quickbooks. Maybe have someone on staff make payments. Will discuss with Rebecca. Some things should stay with the treasurer. Should come up with policy of when to transfer money from checking to reserve account.

1. A. Resolution 2023-3 Request for Audit Exemption. Was able to use Docusign last year. Need to attach to exemption filing. Cynthia motioned to approve and Nona seconded. Unanimously approved. Roy will ensure sections referenced in heading and in the body are correct before sending out for signing.

2. Management Committee Update

Strategy/Development Committee Update

9. Other Items

10. Adjourn. Meeting was adjourned at 5:28 p.m.

Next SWLPLD Board meetings - April 17, May 15 and June 19, 2023