

**SOUTHWEST LA PLATA LIBRARY DISTRICT  
BOARD MEETING MINUTES  
15 MAY 2023**

1. Call to Order

The meeting was called to order at 4:10 pm. In attendance were Scott Davey, Rebecca Benally, Cynthia Loebig, Peter Miesler, Amanda McKown, Roy Horvath, Alana Ostrander, Nona Dale and Sharon Orr.

2. Approve Agenda

3. Consent Agenda

A motion to approve the minutes from the April 17<sup>th</sup> meeting was made by Cynthia, seconded by Amanda; unanimous approval.

4. Public comment

5. Update from Friends of Library members

Alana Ostrander presented the following topics for discussion

- Shelving from Telluride (picked up 13 book shelves)
- Picnic in the Park—Friends will have a table; Shawn and Alana are donating ice cream and frozen bananas. Friends are willing to donate \$200 per location, if necessary
  - 6/23, 5-7, FLM
  - 6/30, 5-7, SS
- How can we update/improve our signage
- Will reach out to DPL Friends for support
- Friends decided not to have a fair booth this year

## 6. Update from Library Director

### General Updates

Training continues at both branches. Informal evaluations with Cheryl and Cindy. Both went really well and both set goals for the rest of the year.

- Cindy:
  - o Create monthly newsletter and coordinating online campaigns to highlight the District's value and keep patrons apprized of events, activities, and updates of all SWLPLD happenings. Continue to grow email address list.
  - o Toddler Storytimes

Cindy also agreed to take over a bigger role as liaison with FLM school families, specifically by attending PTO meetings.

- Cheryl
  - o Become more familiar with computer applications
    - Files and folders
    - databases for statistics and budget, etc
  - o Learn Baker and Taylor ordering procedures

Still waiting for superintendent to sign IGA—It's with 9R legal currently  
Have begun notary training

Fair:

I've only heard back from Marcia (Ignacio). They are considering bringing the Bookmobile to the fair to let people take a look.

Programs

- Planning is almost complete for summer reading.
- Rock and Read will be held at Sunnyside on 5/19.
- Toddler story times are continuing at each branch in place of Growing Readers Together, which ended May 11.

Summer Hours will begin 5/30; 10-7; branch managers are in the process of figuring out the staffing and creating schedules.

How is Picnic at the Park coming along?—Janet has an update; Roy provided addresses to Cindy

We are having an all staff training tomorrow at 9:00 am.

Statistics

- April statistics are in the shared folder. I am missing Sunnyside's program numbers, but I will update it when I have them
- Cheryl estimates 3 families (10 kids all together). Chris says they service 3 homeschool families from time to time. We are uncertain how exactly to track homeschool usage of the library without being obtrusive.

Policies and Guidelines

Next to tackle

- Guidelines:
  - Budget, purchasing, etc.
  - Volunteers
  - Emergency Closures
- Policy:
  - o Emergency Closures
  - o Professional Development (might be a guideline or plan instead of policy)

Job Description Conundrum (Labor Categories in shared drive)

We have this resolution 2022-3 that I moved to our current meeting folder. The concepts for raises and evaluations remain the same. The Labor Categories are different. Our current job titles and descriptions really aren't matching up anymore. Do we care? Maybe this would be better as a policy/guideline instead of a resolution?

Instructions from board to library director:

- Call Jill, see if we can visit Telluride to see what shelving/furniture we're interested in acquiring.
- Ask maintenance to update SS Marquee
- Hesperus Church/Private School Presentation—Church presentations—reach out to pastors
- Home school group meeting (as part of Picnic in the Park)
- Farmer's Market—Flier of the postcard
  - -Begins 5-19
  - -Storytimes beginning June 2
- Replace and update Resolution 2022-3

A. Performance Review

In conjunction with board meeting in June

- Present 3-5 goals
- Recap what has already been accomplished

7. Committee updates

1. Financial status update

April—Income a bit behind 2022, but will catch up in may  
22K under budget YTD

Overspent on library programs; but received more money from DEF  
150k in checking account; 250k in ColoTrust

a. Transfer of additional funds to general reserve account and approval for Board Treasurer to make such transfers.

b. Discuss response to Steve Oldfield email

-different sites discussed, including vacant school district land surrounding FLM

## 2. Management Committee

- A. A motion to approve the Donation Policy was made by Cynthia, seconded by Nona; unanimous approval
- B. A motion to approve the Volunteer Policy was made by Cynthia, seconded by Nona; unanimous approval
- C. Strategic plan time line shared:
  - May 2023—Complete initial draft of the 2024-2026 timeline
    - Long-term planning committee input
    - Board input
    - Staff input
  - June 2023—Gather community surveys
    - Picnic in the Park
    - Summer Reading
  - Summer and Fall 2023—Synthesize input from community surveys; modify strategic plan
  - September 2023—Prepare a synopsis of survey results; address how the library district will address the needs of our communities in our strategic plan
  - October 2023—Share information and strategic plan final draft at the Fall Harvest Festivals

## 8. Other items

- How to increase involvement with 9R school board
  - Invite one member to our board meetings (Rick or Kristin)
  - Go to 9R work session
  - Invite 9R board members to tour the libraries
- Cynthia welcomes anyone who would like to be board president.
- Cynthia and Roy are working on transitioning responsibilities.
- Sharon Orr would like to become a board trustee
- Move meeting times in the summer to 10:00 am

## 9. The meeting adjourned at 5:59 PM

Next SWLPLD Board Meetings – June 19, 10:00 am and July 17, 2023