

SOUTHWEST LA PLATA LIBRARY DISTRICT
BOARD MEETING MINUTES
17 July 2023

1. Call to Order

The meeting was called to order at 10:02 am. In attendance were Rebecca Benally, Janet Kuss, Peter Miesler, Roy Horvath, Amanda McKown, Scott Davey, Nona Dale, Alana Ostrander and Sharon Orr.

2. Approve Agenda

3. Consent Agenda

A motion to approve the minutes from the June 19th meeting was made by Peter, seconded by Nona; unanimous approval.

4. Public comment

Sharon is pleased with what is going on at the Fort Lewis Mesa library.

5. Update from Friends of Library members

Commented on the success of the open houses.

6. Update from Library Director

CLIC update—we are paying for Courier Service to Sunnyside 3 days per week. As part of that service, Courier Staff labels items designated for FLM so that our staff can identify them easily. We are responsible for getting those items to FLM.

June statistics are in the shared folder.

Summer reading is still going well and the excitement has not worn off.

Chris and I will be attending the Association of Rural and Small libraries conference in September. Some of the topics they are discussing include

- Library building and space planning
- Patron retention
- Strategic Planning
- Identifying workplace obstacles and building workplace culture
- Community Engagement
- Customer Relations

Picnic in the Park Feedback:

Sunnyside: Cheryl said that she heard “at least 10 times” people expressing that they didn’t realize there was a public library at Sunnyside. She also said that she feels like the event demonstrated that the library could be a social hub and activity venue in addition to being a library. 2 new cards were made.

Agenda Items:

- A. Legislation that may impact public libraries—Document in shared drive
- B. 9R meeting summary—Document in shared drive
- C. Employee Update
- D. Records retention update—Still in progress
- F. FLM Shelving Project—Very large project; we can contract people to work up to 40 hours over the two-week period at \$15.00/hour.

Instructions from board to library director:

- Check on ARSL scholarships
- Invite County Commissioners to Sunnyside
- Reach out to Anna regarding in-person supervisory training & customer service workshops.

6. Committee updates

1. Financial Status Update

- We spent a lot of money in June, primarily because of 3 payrolls instead of 2. We paid for the shelving to be transported to Fort Lewis Mesa. We are approximately \$5000 over on operational costs, but some will be reimbursed from grant money.
- YTD we are \$5000 under budget on expense
- Revenue is higher than anticipated
- Currently we are \$95,000 ahead, YTD
- \$230K in checking; \$270K in general reserve; \$82k in building fund

2. Finance Committee Update

A. Kline Property

- Amanda is working on finding a realtor to help with Kline building—
 - What do we need to do before we purchase/after we close?
 - Historical building concerns
- Sharon will look into the cost of water being piped to the site.
- Scott will let Steve know we are still interested
- Doug Mize could help us with our septic/well questions (mize.d.lpwwa@gmail.com)

B. Other

- Who can write checks for SWLPLD?
 - Currently, Cynthia, Roy, Scott and Nona.
 - We will pass a motion adding and removing people in January

- Online payments can be made by anyone who has been given access to the account. Scott is intending to pass it off to Nycole with oversight by Rebecca
- Rebecca will keep the checkbook and blank checks at Sunnyside
- SDA Conference will be held in September. Registration is open now.

3. Management Committee

- A. Did not meet in July;
- B. Goals for August
 - Records Retention Policy
 - Update employee handbook
 - Resolution 2022-3

4. Strategic Planning Committee

- A. Janet, Peter, Rebecca will meet with LPEA on July 31 regarding land near Sunnyside;
- B. Strategic Planning Committee meeting to follow

8. Other items

We can't remember why 8/21 meeting was changed to 8/14. We will plan on meeting on 8/21 at 4:00 unless we figure out why it was changed.

9. Adjourn

Meeting adjourned at 12:36 pm.

Next SWLPLD Board Meetings – August 21, 2023 (4 pm)