

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

1. Call to Order

The meeting was called to order at 4:11 pm. In attendance were Rebecca Benally, Cynthia Loebig, Janet Kuss, Peter Miesler, Roy Horvath, Sharon Orr, Scott Davey, and Nona Dale.

2. Approve Agenda

A motion to approve the August agenda was made by Scott, seconded by Janet; unanimous approval.

3. Consent Agenda

A motion to approve the minutes from the September 18th meeting was made by Roy, seconded by Scott; unanimous approval.

4. Public comment

Sharon shared that she felt the harvest dinner and solar eclipse parties were wonderful. She was impressed by the good turn out and said that Cindy is doing a great job.

Peter shared the idea that perhaps these events should be accompanied by some sort of program (speaker, presentation, etc.).

5. Update from Friends of Library members

The Friends are meeting on 10/24 at 2:00 pm at Kim's house. Sunnyside's Wreath extravaganza will be held Thursday, November 30th from 3:00 until 6:30, while supplies last.

The Friends would like to schedule the ornament party at Fort Lewis Mesa for 12/7 (Thursday). Chris traditionally has had this event on a Friday. Cindy would like the event to be set up on Friday and also held the following Saturday. Perhaps the event could run all three days. We may need to wait for Chris's return to finalize.

Cindy (FLM) would like to take a more active role with the Friends group and Janet or Cynthia could represent Sunnyside with the Friends group.

6. Update from Library Director

Statistics are in the shared folder

After School Program:

We have 9-10 kids coming to FLM ASEP

- Two employees: Caroline Romano and Rachel Brewer, with Stef Sherman substituting as needed
- Cindy supervising and making sure they have what they need
- Seems to be going well; kids, staff and principal seem to be happy

Currently 8 kids are coming to SS ASEP

Patty is leading the program, assisted by Karen Kots 3 days per week and McKenzie Hayden 1 day a week.

We need to get an invoice to the district.

We need to get first aid training organized.

Cell phone? YES find a program under \$100/month

The district needs to perform an employee wage evaluation.

Employees are asking if they can have a cost of living increase.

Our organization does not provide cost of living increases. Instead raises are based on merit. If you are worth more money to the organization you will get more money. Make yourself worth more money.

Fall Harvest:

Sunnyside: 62 people, 3 new library cards

FLM: 99 people, 2 new library cards

Eclipse Party:

Sunnyside: 85; FLM: 115

Other:

CORA Policy, 2nd draft has been loaded into the shared folder and has been sent to CLiC for review.

B. Input from board to director:

Cynthia would like us to figure out how to get newsletters mailed on a regular basis. Until that time, postcards to advertise our events are acceptable, but we should be careful we don't overwhelm our programs with too much demand (example: we are used to having 60 people show up, but if we mail postcards we might get 100).

Board should review the new CORA draft and get questions and modifications to Rebecca within 2 weeks; if necessary a management committee meeting will be called.

7. Committee updates

1. Financial Status Update

Budget and actuals were shared and are pretty much in line with what was expected. We have more revenue than expected. We have \$190k in bank; \$275k in general reserves; \$85k capital improvements. We have achieved the goal of having 12 months cash reserves.

2. Finance Committee update

- The renewal period for employee benefits is coming up. We need to have open enrollment before mid-November.

- The property and liability insurance information spreadsheet has been filled out.
- The legal notice for the budget meeting has been printed and posted at both branches and has been published in the Herald. The recap sheet and summary are available at both branches and on the website.

3. Management Committee Update

Rebecca should write a petty cash policy.

4. Strategic Planning Committee

The management committee has agreed on the mission statement, vision statement and core values for SWLPLD, along with the 2024-2026 strategic plan. The board would like a presentation.

8. Other items

Roy had coffee with Rick Peterson. The school board has high confidence in the current superintendent.

9. Adjourn

The meeting adjourned at 6:05 pm.

Next SWLPLD Board Meetings – November 20, 2023 and December 18, 2023