

**SOUTHWEST LA PLATA LIBRARY DISTRICT  
BOARD MEETING MINUTES  
17 NOVEMBER 2020**

1. Call to Order

The meeting was called to order at 9:45 am; in attendance were Alana Ostrander, Patty Johnson, Nycole Eoff, Roy Horvath, Scott Davey, Rebecca Benally, Cynthia Loebig, Nona Dale, and Peter Miesler.

2. Approve Agenda

3. Consent Agenda

A motion to approve the consent agenda was made by Nycole and seconded by Cynthia; passed unanimously.

4. General Business

Roy attended a meeting at Fort Lewis Mesa with the school district and parents. Mr. Snowberger explained the FLM budget, and insisted that they are not looking to shut down the district's rural schools. Mr. Snowberger encouraged parents to do what they could to convince people to send their children to Fort Lewis Mesa (and Sunnyside).

Mr. Snowberger will be retiring at the end of this school year. Roy will let the school district know that the library district is interested in participating in the process for finding a new superintendent.

Trisha wants Peter to build the district some "pop-up library" structures. Perhaps they can be placed at the trailer park by Sunnyside and the store in Hesperus.

5. Update from Friends of the Library

Alana Ostrander presented the following information:

- The Friends have t-shirts and facemasks to give to donors and also to sell
- Alana is working on the Friends' Facebook page.
- The Friends have a new board member who has experience in non-profits and grant writing.
- Use Amazon Smile and City Market to help raise money for The Friends
- The Friends will send postcards early next year with general information about the libraries and their fundraising efforts.
- Alana will work with Peter to update the Friends' information on the library website.
- The Friends are working to get licenses to present outdoor movies and concerts for fundraisers next summer.
- The banners will be put up outside the libraries once we are able to reopen.

## 6. Update from the Library Director

Patty Johnson presented the following information

- The Halloween take and make crafts were distributed; both branch will do something similar with Christmas ornaments.
- Trish and Patty are working on a grant designed to support rural libraries as they strive to increase community engagement. Their idea is to have a “one book” project in which each school students gets a book that they can take home, read with their families, and keep.
- Patty has been putting “boosted posts” on Facebook. The last one had 600 views. They cost \$10 and run 7 to 10 days.
- Fort Lewis Mesa has 3 trained substitutes and Sunnyside has 2. Patty is working to hire one more for Sunnyside.
- Patty recommended that the library district purchase two JFJ Easy Pro DVD cleaners, one for each branch, at a cost of \$190 each. She also recommended that we offer DVD cleaning services to the public at a cost of \$1 per disc.

Nona motioned that the library district purchase two JFJ Easy Pro DVD cleaners and offer DVD cleaning to patrons at a cost of \$1 per disc. Rebecca seconded; unanimous approval.

## 7. Committee Updates

### 1. Financial review:

Scott Davey presented the following information:

- The latest budget documents have been posted to the shared folder. We have sufficient money to operate in January until the additional revenue from the County is dispersed.
- Scott is working to set up Quick Books, but there are some glitches.
- Scott is working with ASAP to see if they can provide assistance with PERA uploads for our employees (among other things).
- CEBT will offer open enrollment if either of our benefited employees want to change their plans. Scott will send Patty the updated information regarding benefit costs for 2021.

### 2. Resolution 2020-8 to invest funds with COLOTRUST

Scott Davey presented the following information:

- The district’s big expenses are benefits and payroll. If we leave enough money in our checking account for those costs and a \$3,000-\$5,000 liquid fund, we can put our remaining funds in COLOTRUST. It will allow for a few hundred dollars for interest payments each year.
- Scott will be designated as the voting contact for COLOTRUST and Roy and Cynthia will be additional contacts.

A motion was made by Peter that The Southwest La Plata Library District join COLOTRUST, with the finance chairperson being the voting member and the chairperson and vice-chairperson being additional contacts. Cynthia seconded; unanimous approval.

3. Both libraries will have curbside only services available until further notice.
4. 2021 Budget Process:
  - The budget needs to be posted to the website for public view and comment. Scott will send the information to Peter to post.
  - Comments and concerns can be sent to the SWLPLD general email, and questions will be referred to Scott.
  - Patty will receive certification of publication from the Durango Herald.
  - The budget hearing will be in conjunction with the December board meeting
5. 2 factor authentication:
  - Please list any accounts you have set up in behalf of the District on the spreadsheet in the shared folder.
6. User Assignment for Zoom and Docusign:

A motion was made by Peter to set up a Zoom account with the library director as the designated host and to set up a Docusign account with the board secretary as the designated coordinator. Nycole seconded; unanimous approval.

7. Guidelines for posting resources on the website:
  - Our goal is that our resources be not-for-profit or government sites. Peter will double check the existing links.
  - Peter will put a disclaimer at the top of the resource page to the following effect: “Resources are provided as a convenience to our patrons and are not intended to promote any commercial endeavor, or any particular viewpoint. The Southwest La Plata Library District is not responsible for the content or accuracy of any information posted on resource sites and shall not be responsible for any decisions made based on such information.”
8. Social Media Policy:
  - The management committee, in conjunction with Peter and Patty will define and delineate two-way communication, designate who is responsible for managing two-way communication, and update the Social Media Policy draft.
9. Policy Updates:
  - We must provide leave for non-benefited employees for COVID related issues.
  - The management and finance committees need to define and understand the existing law(s) and ascertain how they pertain to our district.
  - Perhaps the HR resources offered by ASAP can assist

- Nona and Scott will summarize the information about the new leave laws and work with the management committee to incorporate the information into the employee handbook.
8. Other Items: Patty will monitor the SWLPLD general website.
  9. The meeting adjourned at 11:06 am.

Next SWLPLD Board meetings - December 15, 2020 (Budget Hearing) and January 19, 2021