

**SOUTHWEST LA PLATA LIBRARY DISTRICT
BOARD MEETING MINUTES
18 December 2023**

1. Call to Order

The meeting was called to order at 9:07 am. In attendance were Rebecca Benally, Cynthia Loebig, Janet Kuss, Peter Miesler, Roy Horvath, Sharon Orr, Amanda McKown, Scott Davey.

2. Approve Agenda

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

3. Consent Agenda

A motion to approve the minutes from the November 20th and December 4th meetings was made by Peter, seconded by Amanda; unanimous approval.

4. Public Comment

None

5. Update from Friends of Library members

The holiday activities at both schools were very successful.

6. Update from Library Director

- Statistics are in the shared folder
- ASEP update
 - Staff meeting on 1/2
 - School district is processing our invoice(s).
 - Instruction from board to library director: keep track of ASEP numbers and report them to 9R
- Chris has applied for a grant to build a core collection of Spanish language and bilingual material for Fort Lewis Mesa
 - FLM has 3 Spanish-only speakers enrolled and are expecting 2 more in January
- Saturday events seem to be popular with our patrons
- Year over year statistics for FLM:
 - 2022: 574 patron visits; 576 items circulated
 - 2023: 933 patron visits; 748 items circulated
- Year over year statistics for SS:
 - 2022: 911 patron visits; 449 items circulated
 - 2023: 754 patron visits; 499 items circulated
- Discussion regarding Bambee providing payroll services

- Sunnyside Remodel discussion

7. Committee updates

1. Financial Status/Committee Update

115K in bank; 360K in Colotrust; Enough money to run through February without pulling from reserves.

A. Petty Cash Policy

-A motion to approve the petty cash policy as amended was made by Janet, Seconded by Amanda; unanimous approval.

2. Management Committee Update

A. Policies to discuss

1. Workplace Safety and Security
2. Time Off
3. Pay Practices
4. Employee Benefits
5. Anti-discrimination
6. Job Descriptions
7. Employee Handbook

A motion to approve the following documents as amended, Employee Handbook, Pay Practices, Employee Benefits, and Workplace Safety and Security, was made by Peter, Seconded by Roy; unanimous approval.

Rebecca will submit policies to Bambee for staff distribution in January. Rebecca will submit changes to the Time Off policies and Anti-discrimination policies to Bambee for review.

Job descriptions tabled until January meeting.

3. Strategic Planning Committee

- A. Strategic Plan
- B. Breen Building

Tabled until January.

8. Other items

1. Google Drive Training for Board Members

Tabled until January.

9. Adjourn

The meeting adjourned at 11:44 am.

Next SWLPLD Board Meeting – January 15, 2024, February and March 9:30
am