

**SOUTHWEST LA PLATA LIBRARY DISTRICT  
BOARD MEETING MINUTES  
19 FEBRUARY 2024**

1. Call to Order

The meeting was called to order at 10:12 AM. In attendance were Rebecca Benally, Cynthia Loebig, Janet Kuss, Peter Miesler, Sharon Orr, Amanda McKown, Lara Aase, Roy Horvarth

2. Approve Agenda

A motion to approve the February agenda was made by Amanda with change seconded by Peter; unanimous approval.

Add an item to agenda after item 4 to discuss moving agenda item to 5 in order to review Bylaws at another time.

3. Consent Agenda

A motion to approve the minutes from January 15<sup>th</sup> meeting was made, with change, to add Lara Aase, by Peter, seconded by Janet; unanimous approval.

4. Resolution 2024-03 establishing meeting details for 2024 Board Meetings (RESOLUTION NO 2024-3 2024-02-19.pdf). Change October 21<sup>st</sup> from 10 AM to 4 PM, November 18<sup>th</sup> from 10 AM to 4 PM, December 16<sup>th</sup> from 10 AM to 4 PM. Motion to approve changes made by Scott, seconded by Peter; unanimous approval.

5. Work session to review Bylaws March 11<sup>th</sup> at 4 PM, will be held by Zoom meeting from each Library. Public notice will be sent.

A. Discussion about summer training with all staff.

6. Public Comments- Comment made that Libraries are vital to communities

7. Update from Friends of Library

None

8. Update from District Director & Branch Managers

ASEP update

- Fully Staffed
- Discipline problems decreasing

Statistics

- FLM year over year statistics
  - January 2023: 606 patrons; 622 items circulated
  - January 2024: 897 patrons; 894 items circulated
- Sunnyside year over year statistics
  - January 2023: 774 patrons; 531 items circulated
  - January 2024: 737 patrons; 681 items circulated

#### Branch events

- Old Home Night- Well received
- Programs for adults at Sunnyside- will try to get programs to appeal to men but inclusive to all
- Dinner and A Movie- Moderately successful and will try another one

#### Upcoming events

- The Great PEEP-O-Rama Starts March 18<sup>th</sup> to 24<sup>th</sup> and is book related

#### Sunnyside Remodel

- Discussion regarding potential safety issue with Story Pit and building material to use for leveling it to existing floor.
- Discussion regarding Conference room and need for more space.

#### Other

- Rob Trudeau from Goff engineering expressed interest in working with us regarding the Kline property. Rebecca will contact him, and Sharon will also attend meeting.
- Kline property alternative building plans were discussed.
- Security and Safety meeting January 23<sup>rd</sup>
  - An incident at Fort Lewis Elementary prompted 9R School District to review safety and security measures at all schools. Both Sunnyside and Ft. Lewis Mesa schools need various signs up, more cameras for outside, walkie talkies for personnel, and evacuation protocols. When entrance doors to Library are installed, fire alarms and a Panic Button will be put in library. Limitations on playground after school hours.

### 9. Committee updates-Management, Finance, Strategy/Development

- A. Strategic Plan & Development Committee Update- Lara made a Motion to approve Strategic plan, seconded by Janet; unanimous approval.

Discussion about the possible necessity to review Strategic Plan every year.

#### B. Finance Committee Update

##### 1. Financial status update

- a. Scott will forward January financials in a few days.
- b. First half for after school program received.
- c. Budget sent to state and approved.
- d. Audit will go forward.
- e. Renew mailbox at Marvel.
- f. SDA Transparency will be sent to them.

#### C. Management Committee Update

##### 1. Policies to discuss and approve or amend (2024 Employment Policies)

- b. Time off Policy- Motion to approve by Lara, Peter seconded; unanimous approval.
- c. Anti-discrimination Policy- Motion to approve by Lara. Peter seconded; unanimous approval.
- d. Job Descriptions (Job Description Updates) Pass resolution on March 18th Board meeting. Discussion re: pay and

responsibilities of roles in ASEP. Define supervisors under Youth Services Librarian.

10. Other Items

- a. Upcoming Board Development Session 2/22/24 at LP County Conference Room on 2<sup>nd</sup> Ave. Lunch provided. 9 AM - 2PM
- b. Executive Session for the Discussion of Library Director Pay Schedule  
Motion to commence Executive session made by Lara, Peter seconded; unanimous approval.
- c. Motion to close Executive session by Peter, seconded by Sharon; unanimous approval.
  - i. Motion by Peter to approve increase in pay commensurate with offer letter of December 2022 as determined by the management committee, Janet seconded. Unanimous approval
  - ii. Motion by Sharon to increase Library Director's pay by 1.5%, retroactive to January 1st, seconded by Peter. Unanimous approval
  - iii. Regular review period of the Library Director will be July 1<sup>st</sup> - June 30<sup>th</sup> annually as in the offer letter, at which time pay increase will be discussed.

11. Adjourn

The meeting adjourned at 1:25 PM

Next SWLPLD Board Meeting – March 18, 2024, at 10:00 AM and April 15, 2024, at 4 PM.

*This agenda may be amended prior to the meeting as allowed by law. Prior to voting to go into Executive Session, the Board will declare the topic(s) of the Executive Session pursuant to 24-6-402, C.R.S. It is anticipated that any marked (\*) agenda items may be discussed in Executive Session and acted upon by the Board at this meeting. Any action taken by the Board will occur in regular session, open to the public. The Board may address the agenda in any order to accommodate the needs of the Board and the audience.*