

SOUTHWEST LA PLATA LIBRARY DISTRICT
BOARD MEETING MINUTES
15 APRIL 2024

1. Call to order
Meeting was called to order at 10:13 AM. In attendance were Rebecca Benally, Cynthia Loebig, Janet Kuss, Peter Miesler, Scott Davey, Amanda McKown, Lara Aase
2. Approve Agenda
A motion to approve the April agenda was made by Peter, second by Scott;
Unanimous approval
3. Consent Agenda
Motion to approve Consent Agenda and Informational Packet March 2024 by Peter,
second by Cynthia; unanimous approval
4. Public Comment (first 3 agenda items: 5 minutes; Public comment 10-15)
None
5. Update from Friends of the Library
None
6. Board Business
 - Bylaws Draft amendments- suggestions discussed and accepted
 - Review/assign Committee membership
 - Management: Lara Aase, Sharon Orr (Chair)
 - Finance: Scott Davey (Chair), Janet Kuss, Rebecca Benally (Library Director)
 - Development and Strategic Plan Committee: Rebecca Benally (Chair), Peter Miesler, Sharon Orr
 - File naming Protocols
 - Sub-categories will be added to Finance (FIN) and others in need of such which will be finalized at May board meeting
7. Discussion with District Director (15 min)
 - ASEP employee overview
 - Bids to level the story pit with library floor are underway
 - Sunnyside storeroom available to library
 - New Marquis-will we contribute?

Branch Statistics:

March statistics for Sunnyside show similar numbers between 2024 and 2023. Library usage is down from 1166 visits in 2023 to 870 in 2024. Circulation is up about 10% with 539 items circulated in 2023 and 596 items circulated in 2024.

Library usage at Fort Lewis Mesa increased by 45% with 945 patrons in 2024 compared to 650 in 2023. Circulation was up about 15% with 812 items circulated in 2023 and 945 items in 2024. The Public Library Annual Report is completed and the following interesting statistics have been uncovered:

In 2023

- Library cards for the district increased from 908 to 1012
- Library visits increased from 10,981 to 17,099
- Children's programming increased from 344 to 475
 - attendance increased from 5433 to 7018
- Teen programming increased from 0 to 6
 - attendance increased from 0 to 35
- Adult Programming increased from 10 to 28
 - attendance increased from 55 to 88
- Programming for all ages increased from 16 to 37
 - attendance increased from 449 to 952

After School Program:

I have sent an email to the superintendent and principals asking them to specify if they want a Tier I or Tier II ASEP program and if they would like to keep a four-day program or expand to five days. Once I have their responses, I will provide each with a cost summary to approve. I will also send letters of intent to existing ASEP staff members to determine if we will have open positions to fill.

Branch Events

In March, both libraries were busy with a variety of activities and events. In addition to ASEP, School Class and Preschool visits, both libraries had toddler story times and after school activities, which focused on Pokemon. Cindy and Patty hosted Dr. Seuss birthday parties and Cindy had a "Won't You Be My Neighbor" event. Her reflection on the event:

This event was held during spring break because of Mister Rogers' Birthday. It was a national event taking place on the same day. However, next year, we will host this event on a Saturday outside of spring break. Lesson learned. We invited local organizations to come in and share information with their neighbors. We had activities that centered on being kind and helpful. We played Daniel Tiger episodes on the tv. Adults that attended said it was a wonderful event. Next time we do this, we think we are going to invite local business as well. We should host it in the gym as the lobby was a bit tight with the 8 tables that were out there. I will start earlier to invite exhibitors as we had a couple no-shows. This can turn into a huge event for us.

Both branches hosted the Peep O Rama. Look for pictures on Facebook.

Chris reported more interest in the Fort Lewis Mesa yearbook project and plans on continuing it at the next Marvel Grange pancake breakfast.

Patty participated with Sunnyside's preschool open house, shared information about the library and generated 6 new library cards!

Ongoing Projects

- **Sunnyside redesign and story pit fill**
- **Fort Lewis Mesa story pit fill**
- **Internet and IT**
- **Kline library site**

See Development and Strategic Plan update for informational Packet March 2024 on these projects.

Upcoming Events

- Fort Lewis Mesa will have a family event, "Books and Blankets," on April 26 at 5:00 pm.
- Sunnyside Library will be hosting an art show in conjunction with the school's end of the year music program on Thursday, May 2, at 6:00 pm.
- Patty and Cindy will be attending youth service training in Salt Lake City at the Mountain Plains Library Association convention in May; Rebecca will attend a library director's training in May.
- "Rock and Read" will be held at Sunnyside during the day on May 29.

8. Committee updates (15-20 min)

A. Strategic Plan and Development Committee Update

See Informational Packet March 2024 in ?????

Motion made to open property negotiations with Kline Church owners by Cynthia, second by Lara. Discussion about who will help with negotiations. Unanimous approval.

B. Finance Committee Update (see consent agenda) 5 minutes

- Rebecca is primary contact with CEBT
- FAMLI-more forms to fill out

C. Management Committee update (10 min)

SWLPLD Retreat:

- Possible dates: July 19th or 26th (Fridays) ½ day
- Doubletree Hotel meeting room; price TBD; can bring outside food
- Need employee list and Friends of Library; After school employee invited to a part of the day?
- Purpose is to celebrate all employees, accomplishments, brainstorm Strategic Plan (have we met them?), Guest speaker (?)

D. Alignment of Board appointments (discussion during first bylaw meeting)

- Purpose is so that no more than two (2) Trustees turn over in a year. All appointments expire January 31 of each year.

Cynthia	2025	1 year	2026	2029
Janet	2025	1 year	2026	2029
Peter	2025	3 year	2028	2031
Amanda	2027	3 year	2030	2033
Scott	2025	3 year	2028	2031
Lara	2027	3 year	2030	2033
Sharon	2027	3 year	2030	2033

- Next year (1/31/25) appointments for 2 people will be 1 year appointments.

- Current = 4 + 3; forward= 2 + 2 + 3 (?)

9. Other Items

Adjourn: 12:15 PM

Next meeting 4 PM May 20, 2024 and 4 PM June 17, 2024