

Southwest La Plata Library District
Board Meeting Minutes
July 15, 2024

1. Call to order

The meeting was called to order at 4:02 PM. In attendance were Rebecca Benally, Cynthia Loebig, Janet Kuss, Sharon Orr, Amanda McKown, Lara Aase, Peter Miesler, Scott Davey, Roy Horvath

2. Approve Agenda

A motion to approve the June Agenda was made by Cynthia, second by Janet: unanimous vote to approve motion.

3. Consent Agenda

A motion to approve Minutes from June 17, 2024 Board meeting, Minutes from June 28, 2024 Executive Session electronic meeting, and the Director's Report made by Amanda, second by Janet; unanimous vote to approve motion.

4. Public comment

None

5. Update from Friends of Library members

None

6. Board Business

a. Notes from Chair

Resignation of Chairperson, Cynthia Loebig. Motion made that Janet will be the Chairperson until her term is up in December, and Amanda will co-chair. Motion by Lara, second by Scott; unanimous vote to approve motion.

b. Resolution 2024-05: Adoption of Colorado retention Manual (draft)

Discussion and motion made to adopt Resolution 2024-05 by Cynthia, second by Amanda; unanimous vote to approve motion. Will go into the Records Retention folder.

c. Updated Privacy Policy review (draft)

Discussion and motion made to adopt the updated Privacy Policy by Amanda, second by Lara; unanimous vote to approve motion. Will go into the Records Retention folder.

d. Website Accessibility Policy review

Discussion and motion made to adopt the Website Accessibility Policy by Peter, second by Janet; unanimous vote to approve motion. Will go into the Records Retention folder.

- e. Updated Record Management and Information Retrieval Policy review (formerly discussed as Cora policy)
Discussion: Records will be kept for four years. Unnecessary emails should be deleted if older than 45 days. Motion by Peter to approve the updated Record Management and Information Retrieval Policy, second by Lara; unanimous vote to approve motion. This will go into the Records Retention folder.

- f. SDA Conference attendee selection
Discussion about conference, but no one is able to attend this year.

- g. Follow-up on Director's Performance Evaluation
A letter from the Board of Trustees expressing appreciation for Rebecca's excellent work was presented to her. A motion was made to approve a \$2,000 bonus to the Library Director, by Lara, second by Janet; unanimous vote to approve motion.

7. Update from District Director and Branch Managers

- Sunnyside entry door installation is almost completed; FLM entry door installation is complete.
- Pits in both libraries will probably be done over Spring Break. Bids on both are being sought. Meeting with Durango 9R, August 2nd to discuss pits.
- Closing Library August 8th.
- Closing on Kline property is August 8th and start cleaning it.

8. Committee updates: Management, Finance, Strategy/Development

A. Finance Committee

1. Financial Status Update

Check signers: 3 Board members, 2 staff members; Trustees: Scott, Peter, Cynthia (Janet will replace); staff members are Rebecca and Nycole. Motion was made by Amanda to approve check signers, second by Sharon; unanimous vote to approve motion.

2. Rebecca and Nycole are being trained on PERA worksheets; Board member will need to review recap sheets for PERA and CEBT.
3. P.O. Box key will be given to Sharon to check mail at Marvel Post Office at least once per week when Scott's term is up.
4. Budget schedules will be ready to go in August
5. Annual ending budget should be in good shape even though monthly totals due to timing of bills and money received is not always timely for reporting of monthly reports.

B. Management Committee Update

1. A Public Display Policy will be drafted by the District Director and presented to the board for approval by the August 19th Board meeting.

C. Strategy & Development Update

1. Retreat Planning update: Invitations to Staff, Board, and Friends. The new time is 12:30 due to set up; Janet and Sharon are doing the food, restaurant gift certificates will be given to each staff member and Friends, and an invite to use the Durango Rec Center after retreat.
- D. Other Items
None
- E. Adjourned at 5:49 PM.

Next SWLPLD Board Meeting: 4 PM August 19, 2024 and September 16, 2024