

**SOUTHWEST LA PLATA LIBRARY DISTRICT  
BOARD MEETING MINUTES  
15 DECEMBER 2020**

1. Call to Order

The meeting was called to order at 9:35 am; in attendance were Alana Ostrander, Patty Johnson, Nycole Eoff, Roy Horvath, Scott Davey, Rebecca Benally, Cynthia Loebig, Nona Dale, Tricia Winslow, and Peter Miesler.

2. Approve Agenda

3. Consent Agenda

A motion to approve the consent agenda with a change regarding email monitoring was made by Nycole and seconded by Nona; passed unanimously.

4. General Business

5. Update from Friends of Library members

The Friends have been developing their social media policy and will be voting on it today. They are working on creating pop-up libraries using books that have been donated. Materials to construct 2 pop-libraries are being donated. They are also working to add their donor's logos to the website and Facebook page.

6. Update from Library Director

The discussion focused on AspenCat migration at Sunnyside, IT needs, and curbside library services. Fort Lewis Mesa's "Make and Take" was successful.

Roy will work on a "Request for Proposal" for IT services for the library district.

7. Committee updates - Management, Finance, Strategy/Development

1. Financial review – 15 Minutes

- o We will end the year with \$10,000.
- o Our liability insurance is due. (\$4700).
- o Scott plans to keep \$5,000 to \$10,000 in the bank with the remainder in ColoTrust.
- o Quickbooks is set up. Once everything is in Quickbooks, Scott would like to hire an accounting professional. We will also create a RFP for this positions.
- o SDA dues need to be paid by March 1.
- o We need to pay \$8500 to Seter Vander Wall after we start receiving tax revenue.

A motion to pay our liability insurance to SDA was made by Cynthia, seconded by Nycole; passed unanimously.

A motion to move into the Budget Hearing for the 2021 Budget was made by Nona, seconded by Peter; passed unanimously.

## 2. Budget Hearing for 2021 Budget

General Discussion: There was no public inquiry regarding our budget. Scott mentioned that some percentage of the property taxes aren't collected, which we need to take into account when developing the budget.

Our property and liability insurance increased from \$3,000 to \$5,000. The budget has been changed to reflect the increase. The budget covers \$330,000 in expenses and \$50,000 in reserve and to cover the first quarter of 2022. There is sufficient cushion in the budget if revenues received are lower than expected.

A motion to create a resolution to approve the budget for 2021 with changes to cover the increase in property and liability insurance was made by Cynthia, seconded by Nona; passed unanimously.

A motion to approve and adopt the budget for 2021 was made by Cynthia, seconded by Nona; passed unanimously.

A signed resolution and budget needs will be submitted to DOLA, La Plata County, and other entities, as required.

## 3. Update from Management Committee regarding Social Media policy and update of employee handbook pertaining to leave time provisions

Discussed interactive nature of social media. Our policy needs to indicate that interactive social media platforms need to be responded to and monitored by library staff. Wording will be added to the policy. We will approve a policy in January.

Employee handbook: We are waiting to see if the COVID act is renewed. We are waiting to see how/if we need to accrue sick time for library substitutes. ASAP recommends that we separate PTO into sick and vacation time.

Scott and Nona will create an overview document that lists options so that we can get an idea about how we might change our employee handbook.

ASAP Can review and improve our employee handbook. Scott will follow up with ASAP to see if there is a charge for this service.

9. Other Items

- o We will discuss the library director position and expansion of current employee hours at the March board meeting
- o After a short discussion on everyone's thoughts on engaging in social media, it was decided in the interest of time that everyone would offer their opinions via email.
- o Patty noted that the branch library hours, for both locations, for New Year's Eve would be 9:30 a.m. to 3:30 p.m. She will be sure to note this change on the Facebook page.

10. Adjourn

The meeting adjourned at 11:14 a.m.

Next SWLPD Board meetings - January 19, 2021 and February 16, 2021