

**SOUTHWEST LA PLATA LIBRARY DISTRICT
BOARD MEETING MINUTES
19 JANUARY 2021**

1. Call to Order

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

2. Approve Agenda

3. Consent Agenda

A motion to approve the minutes from Dec. 15, 2020 was made by Peter, seconded by Nona; unanimous approval.

4. General Business

5. Update from Friends of Library members

The Friends are working with The Old Fort Country Store in Hesperus to place a pop-up library inside it's location (probably a shelf for books). The Friends are also moving forward with the pop-up library for the trailer park near Sunnyside.

Marilyn is taking an extended leave of absence. The Friends are seeking a replacement and additional board members.

The Friends are working on the following fundraisers:

- T-shirts and masks
- Facebook fundraiser
- Donation drive
- Grants

6. Update from Library Director

Trisha and Chris meet monthly with other LaPlata County Library employees to come up with joint programming ideas. Currently, they have lined up Zoom meetings with a local dietician.

Bayfield library has an outdoor story walk. Our library staff is gathering information to see if it would work at our locations.

Patty and Trisha are applying for the Libraries Transforming Communities Grant. Their proposal centers on a family reading program. They would purchase a book (*The One and Only Ivan*) for each Sunnyside and Fort Lewis Mesa family and have a reading event at each library. The grant would provide \$3000 to purchase the books, any necessary supplies for the event, extra staff, etc.

How shall we proceed with our myriad of IT needs?

- Determine which antiviral software you want and buy it
- Replace damaged Launchpads
- Pursue additional IT support as needed, but try to find a consistent, reliable source.

Employee evaluations will take place in February.

Sunnyside AspenCat migration is scheduled for 5/10/21. Sunnyside needs to clean up its MARC records prior to the transition.

Nona, Cynthia and Patty will attend an ASAP webinar regarding complying with Colorado Labor Laws, Thursday at 2.

Patty and Roy will meet with Denise Herrera and Family Center director Wednesday.

7. Election of Board officers for 2021

A motion to carryover the officers as currently elected was made by Nona, seconded by Peter; unanimous approval.

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

1. Financial review

We ended the year with \$13,000. The money granted us from LaPlata county has been received and deposited. Scott is working on getting things loaded into Quickbooks, and then ASAP may be able to take over our bookkeeping. Estimated cost is \$200 to \$300 per month.

The county explained the tax collection process and that we can expect 99% of our projected revenue.

We need to come up with a policy regarding debit card usage, and laptop/cellphone/vehicle/etc. usage, should the need arise. We need a document that explains acceptable use of SWLPLD assets and that they must be surrendered upon request for our employees to sign. Patty has a generic template that she will send to Cynthia for modification.

2. Resolution 2021-1 setting time/place of board meetings and posting locations

A motion to accept resolution 2021-1, setting the meeting time for 3rd Tuesday at 9:30 via Zoom until conditions permit that we return to the county workroom was made by Roy, seconded by Nycole; unanimous approval.

3. Resolution 2021-2 to appropriate funds for 2021 operations

A motion to accept resolution 2021-2 to appropriate funds for 2021 operations in the library was made by Cynthia; seconded by Nona; unanimous approval.

Roy will organize and file our Transparency Notice with SDA.

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

More information about the new labor laws has been/is being obtained. The committee is working on an update for February's meeting.

5. Records retention policy development

The Archivist and management committee need to work on creating a records retention policy. Scott will post SDA guidelines on this topic in February's working folder. File naming conventions can be finalized at the same time.

6. Direction/provisions for branch managers to start process to obtain notary public designations

A motion that Trish and Chris begin training to become Notaries was made by Roy, seconded by Peter; unanimous approval.

9. Other Items

10. Adjourn

The meeting adjourned at 10:53 am.

Next SWLPD Board meetings - February 16, 2021