

**SOUTHWEST LA PLATA LIBRARY DISTRICT
BOARD MEETING MINUTES
16 MARCH 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, Nona Dale, Kim Martin, Peter Miesler, Trisha Winslow, Chris Conrad, and Alana Ostrander.

2. Approve Agenda

3. Consent Agenda

A motion to approve the minutes from January was made by Scott, seconded by Peter; unanimous approval.

4. General Business

5. Update from Library Director

A. Chris and Trisha presented a proposal explaining why they need more hours.

- Chris outlined the departments of the library and explained that the branch managers do everything outlined. She also explained that library programs are time consuming and labor intensive. She emphasized that it is critical that we have an enticing summer reading program this year.
- Trisha concurred that summer reading is challenging. She explained that patrons need reference help and reader's advisory assistance. They also need help with technology. She made the point that customer service is important.
- One of Chris's new duties involves interlibrary loan. Interlibrary loan services are being utilized and the process is time consuming.
- Trisha would like to work Tuesday through Friday, 7 hours each day, for a total of 28 hours at the library. She would like to work two hours at home. She would like the library to pay for a substitute for five hours of work each Monday.
- Chris wants to work 40 hours per week. Her additional time would be devoted to developing the summer reading program for FLM and assisting Trish with her first SRP. The time will be focused on programming in general, including evening and weekend programs. She wants to preplan upcoming weekly story times. She also wants to reconnect with the community. She has two large library collection development projects in place for the upcoming months. Chris does not want to utilize substitutes at this point.

- Scott emphasized that granting additional work hours should be well-thought out and be based on logical decision making.

B. Chris and Trisha believe that good Saturday hours for the library would be from 10 am to 3 or 4 pm. Patty and Roy have a meeting with Dan Snowberger next week and will bring up the subject of weekend hours with him.

C. Patty has submitted a grant for a community reading event.

D. The libraries reopened Monday and are following the same COVID protocols employed in the fall.

E. Fort Lewis Mesa is partnering with the Family Center for “Movie Nights” (dvds delivered to families) and with Meals on Wheels (books/dvds delivered to patrons with their meals).

F. Sunnyside wants to develop a movie night as well.

G. Aspencat will be live at Sunnyside on 5/10/21

I. Our library district needs a dedicated courier stop in 2021. It will be more efficient than using Durango Public Library and the school district.

J. The regional director for the Southwest Alzheimer’s Coalition wants to collaborate with SWLPLD.

H. Our libraries, in conjunction with other regional libraries, have two more virtual programs coming up.

I. Patty is meeting with the Sunnyside principal on March 22 to discuss a resource fair in August. She will also discuss after-school programming. The school is trying to attract more students in order to maintain current staffing.

J. What is the library district’s population? Roy will research.

K. The management committee needs to clarify time off policies for the district.

L. Nona asked if we advertised our reopening. Peter asked that Trisha update both Sunnyside and Fort Lewis Mesa pages when she makes changes. Alana and Nycole asked if the library banners can be put up.

6. Update from Friends of Library members

A. Kim Martin the Friends’ vice-president and contact for the Hesperus region. She will be maintaining the Little Libraries on that side of the district and working with Chris on programming and outreach.

B. The Friends are getting books ready for the Old Fort Little Library space.

C. People are joining the Friends.

D. Alana asked if would should have an open house before school gets out for the summer. The Friends could have a small book sale outside the school buildings.

E. The Friends are planning to have an informational table at the county fair and Durango rodeos.

F. The Friends want to help with SRP programming.

G. Sunnyside Market Little Library: Sunnyside Market will register the library under their name. Our Friends will take care of stocking books and monitoring the collection.

H. Alana is hoping to have drive-in movies and/or a concert in the Sunnyside parking lot.

I. The Friends are in need of storage space.

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

1. Financial review

- 2020 financials are updated and posted. \$45,000 from tax assessments has been received. More is expected in May and July. We currently have \$60,000 in the bank.
- Reimbursements for State Grant materials need to be submitted by 6/15.
- We owe Seder Vander Wall \$8,571.89.

A motion to pay Seder Vander Wall \$8,571.89 was made by Rebecca, seconded by Nona; unanimous approval.

- Scott will pay the bill; Roy will write a thank-you email.

2. Management

A motion to approve the audit exemption form with a change R9 to 9R was made by Peter, seconded by Nycole; unanimous approval.

- If we want an exemption next year it will be a more laborious process.
- We need a bookkeeper and CPA. Scott believes it is prudent that we keep financial operations separate from managerial operations. Therefore, financial responsibilities should not be the duty of the library director.
- Nona will contact the bookkeepers for the other libraries in our area and see if they would be interested in working for us as well. If they are not interested, Scott recommends we use Backlog Be Gone.
- Scott will contact the CPAs that work with the other libraries in our area and see if they can prepare our taxes (May deadline).
- Nona and Scott will share the information they collect with Alana to facilitate the Friends' accounting needs.
- Hiring a Library Director
 - We want a director with an MLIS and experience
 - We want to pay not much more than \$75,000
 - Rebecca will review our current job description and have any changes made for the Management Committee meeting on 3/25.
 - Our goal is to post the job by the end of March with a closing date of May 15.

A motion to adopt the credit/debit card policy as amended was made by Scott, seconded by Nona; unanimous approval.

- Rebecca and Nycole will work on compiling the policies and procedures passed by the board.
- A management committee meeting will be held 3/25/21 at 3:00 pm at the Breen building.

8. The meeting adjourned at 12:12 pm.

