**Upper San Juan Library District**

**Board of Trustees Meeting Minutes**

**August 16, 2023**

This meeting took place as an audio/video online meeting using Zoom. The public meeting announcement with instructions on how to attend was posted on the front door of the library, on the library website and Facebook page, and in the Pagosa SUN.

Roll Call: Board Vice President Sherry Spears noted that everyone was positively identified and able to communicate. Sherry called the meeting of the USJLD Board to order at 4:03 p.m.

Trustees Present: Andrea Cox, David Hamilton, Sherry Spears, Katie Cloudman, Adam Buttons (a few minutes late), Foundation Director Cindi Galabota, Library Director Meg Wempe and Assistant Director Josie Snow. (Josie attended for first part of meeting.)

Trustees Absent: Ronnie VanAtta and Rebecca Battles

Approve Agenda: The board approved the agenda (David, Katie) with one adjustment to push the Banned Book Week discussion to just after committee reports to allow Josie to speak before returning to help Carmelita close the library.

Next Meeting: September 20, 2023, at 4:00 p.m., via Zoom.

Public Comment/Correspondence: None reported by Meg.

Minutes: Minutes from the July 19, 2023, board meeting have one edit. Necessary edit is under “Roll Call,” where change from Rebecca Battles bringing meeting to order should read Vice President Sherry Spears. Minutes were approved with that adjustment (Katie, Andrea)

Ongoing Business: Development Officer/Foundation Update (Cindi):

Updates on campaign – end of July 31 DOLA $200K grant submitted. Cindi is now working on a federal COVID relief funds grant for $100K to cover cameras, security, PA and computers/technology infrastructure. Meg will be helping with some of the questions. Cindi will be working on a handful other grants and will keep the trustees updated

Friends update – annual book sale in July raised approximately $3000 and making progress. Friends are planning an October 21 popup book sale at library. There will be special deals for Friends members and local teachers, too. Further, updated guidelines for donations have been shared with staff and will be available to patrons.

Celebratory party for campaign steering committee, who have met their goals of raising half the expansion money. There are now two small committees – a core committee to work with major donors and a smaller committee for community engagement and boost public giving/events.

Cindi shared how to become a Friends member when a board member asked.

Financial Report (David):

* 97% of taxes received, which is usual by this time of year.
* David asked about a few underspent budgets, including lawn care and building maintenance. Meg explained that lawn care budget of $1000 does not include the salary line for having lawn work done, which is the primary cost. Building maintenance budget was based on suggested building upkeep for this year that included carpets and painting. Board decided at a previous board meeting (on July 21, 2021) to wait for the expansion/renovation, instead of painting walls now (for example) that may not be in existence once the renovation is done.
* David asked about the digitizing project. Meg stated that she hadn’t heard back from the company, and said she would reach out to see if they plan on being in this area in the foreseeable future.

Committee Reports:

* No committees.

Director’s Report (Meg):

* Completed
  + As Cindi mentioned, Meg helped with the DOLA grant that Cindi submitted for $200K. It was due by the end of July.
* Ongoing/In Progress
  + Meg is working on a new desk/backup desk schedule, which will include input from staff. This new schedule will also include 1 hour each week for every desk employee for “professional development.” This time can be used to watch webinars, take an online class, or other way in which staff increases their skills/knowledge to better perform their duties.
* Coming Up
  + We should soon receive preliminary numbers for 2024 and Meg can begin to work more dedicatedly on the 2024 budget.
  + Meg and Rebecca have not met yet to discuss feedback from trustee evaluations of director.

New Business:

* *Banned Books Week:* Josie shared an idea for how to present BBW this year, with a focus on celebrating freedom to read. Opened discussion to board to share concerns or questions.
* *Audit report review:* Board was encouraged to ask questions about the audit report. Discussion was had about the input that the auditors gave, including the asset schedule and daily deposits.

Unfinished Business:

* *Director goals for next 12 months*: One trustee asked questions about some of the goals Meg included, such as how to create a learning environment for staff, how to implement the strategic plan, gathering wireless numbers, and maintaining staff morale. One trustee suggested Meg giving a program to explain about collection development (or other similar topics the public may not know about) and another trustee suggested a larger social media presence. Many trustees liked her idea to create short (60 seconds) videos that can be shared online to have staff explain how to use different services.

Good of the Order: Adam will be new owner of UPS store near City Market and he and his wife are expecting a new baby in February 2024.

Adjournment: A motion adjourned the meeting at 5:11 p.m. (David, Katie).

Respectfully submitted,

Meg Wempe, Library director