**Upper San Juan Library District**

**Board of Trustees Meeting Minutes**

**March 20, 2024**

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 President Andrea Cox noted that everyone was positively identified and able to communicate. Andrea called the meeting of the USJLD Board to order at 4:00 p.m.

Trustees Present: Rebecca Battles, Katie Cloudman, Andrea Cox, David Hamilton, Sherry Spears, Marcie Taylor, Ronnie VanAtta, Foundation Director Cindi Galabota, Assistant Library Director Josie Snow, and Library Director Meg Wempe.

Absent: None.

Approve Agenda: The board approved the agenda (Katie, Ronnie).

Next Meeting: April 17, 2024, by Zoom, https://us02web.zoom.us/j/83398449146

Public Comment/Correspondence: None.

Minutes: The board approved the minutes from the February 21, 2023, board meeting (David, Sherry).

Ongoing Business: Development Officer/Foundation Update (Cindi): Cindi provided the following items:

* The campaign steering committee is working on fundraising.
* Two grants are out for consideration. One is for $100K.
* Cindi plans to attend the IPLF, International Public Library Fundraisers, conference in Washington, D.C. in June.
* The Foundation is participating in the 19th Hole fundraising event on Thursday, June 10.
* Cindi continues writing grants including El Pomar Foundation.

Financial Report (David): David pointed out these items:

* David shared some favorable statistics that he had compiled comparing 2020 expenses and income to 2023. For example, the changes in net income from 2020 to 2023 were up 138%. Office expenses had declined.

Committee Reports:

* *RFP committee*: The RFP (Request for Proposals) committee met Friday, February 23 to finalize the proposal. The RFP is out, and they are due April 6. Meg, Cindi, and David were hosting a walkthrough of the facility to interested architects on March 21 at 8:30 am.
* *Director search committee*: Committee members Andrea. Cindi, Katie, Meg, and Sherry have had many meetings. The deadline for entries was March 6, and they received quite a few entries. They conducted both a first and a second round. Jann Pilcher represented the Foundation before an accident, and Cindi replaced Jann. After much deliberation, the committee had a top candidate to recommend to the board.

Director’s Report (Meg):

* Completed
  + *Letter of support*: Cindi and Meg both signed the letter of support that went to the town and on to Honorable Pete Buttigieg, Secretary of Transportation (in DC). The letter indicated the Library and Library Foundation & Friends support of the Pagosa Springs Town to Pagosa Lakes Trail.
  + *National Crime Search*: USJLD has a new account with National Crime Search. As approved at the February 2024 meeting, they are the new company for doing background checks for employees and volunteers. They have offered a price discount of just $22. That fee includes searches of: SS number, 7-year multi-state criminal database, national sex offender registry, and US terror watchlist.
  + *Public Library Annual Report (PLAR)*: Meg submitted this required annual report and received confirmation that it was received. This annual report contributes statistics to LRS.org, a site where people can learn more about a wide range of public library stats for reference or research.
  + *ESL teacher*: Nicole, our new ESL instructor, started on March 12. With previous experience and many creative ideas, she was the best candidate for the job. She was able to train with Dennise before Dennise’s last day. Before her hiring, Nicole had met some of the students when she came to a class to observe and allow Dennise to get a feel for her.
* Ongoing/In Progress
  + *Exemption from audit*: The board, having now received the audit exemption information from Mike Branch (CPA), will discuss a motion to approve the audit exemption. It needs to be filed before March 31.
  + *Vandalization*: The outside metal building (referred to as the Zircon) was “tagged” very recently. No cameras are on that part of the property to know who sprayed paint on three sides of the container. Mark, our maintenance person, has mostly covered it and will use another layer to ensure it is well covered. The police took a picture of it before it was this spraying as other similar graffiti happened during the same period.
* Coming Up
  + *Meg’s last day:* will be April 24. The library is holding a farewell party from 2-4 pm that day.

New Business:

* *Director search*: Andrea announced that the top candidate for the director’s position is Jennifer Tozer of Pueblo, CO. Jennifer has five years of experience managing multiple branch libraries and satellite libraries. The board approved a motion to go with the committee’s recommendation to hire her (David, Ronnie). After some discussion, the board approved a motion to offer the Pueblo branch manager $70K per year, the $6K insurance stipend, and a $1500 maximum one-time moving stipend. (Ronnie, Katie). Meg will draft the offer letter this week.

Unfinished Business:

* *Exemption from audit resolution*: The board approved a motion to file the Exemption from Audit Resolution (David, Katie).
* *Director transition plan*: If accepted by the top candidate, several weeks will elapse between the acceptance of the offer and a starting day in Pagosa. Josie has performed some of the duties. Meg will put together the May board packet. She is determining her rates as a contract employee on an as-needed basis for the April meeting.
* *Meeting room policies*: The board added this item to the April agenda.
* *Digitizing library records*: Rebecca asked about any progress with this project. Meg is contacting the vendor and adding this item to the April agenda.

Good of the Order: None.

Adjournment: A motion adjourned the meeting at 5:53 p.m. (Sherry, David).

Respectfully submitted,

Ronnie VanAtta, USJLD Secretary