**UPPER SAN JUAN LIBRARY DISTRICT**

Board of Trustees Meeting Minutes

August 20, 2025

This meeting took place as an audio/video online meeting using Zoom, as well as an in-person meeting at the library. The front door of the library and the library website posted the public meeting announcement with instruction on how to attend.

**Roll Call and Determination of a Quorum**: Board members present were Gayle Dixon, David Hamilton, Sherrie Spears, Katie Cloudman, and Andrea Cox. Library Director Barbara Brattin was also present. The meeting was called to order by Andrea Cox at 4:00 P.M.

**Motion:** The motion to approve the agenda as presented was made by Katie Cloudman and seconded by Sherrie Spears. The motion passed.

**Public Comment**: There has been a bit of difficulty with patrons finding the new entrance to the library. Additional signage is expected shortly. There has been some phone traffic inquiring as to whether the library is open. Patrons are cheerful when they find their way inside. Pictures of the on-going construction will continue to be posted on Facebook. Everyone will enjoy seeing the progress that is being made.

**Motion**: The motion to approve the minutes of the July 16, 2025 meeting as presented was made by David Hamilton and seconded by Katie Cloudman. The motion passed.

**Library Foundation Report**: Katie Dobbins reported that the Friends of the Library has a new chair, Wennona Brown. The Friends made nearly $3,000 from the book sale. Plans are still in formation for the October book sale, which might be delayed. The 100 Extraordinary Women campaign has already obtained 85 donations, only 11 of which are being paid over time. There is definitely interest in the community in the project. T-Mobile declined the Foundation grant application. TBK challenge grant declined matching funding. Well Fargo will be approached. A letter has been sent to Kyle Clark regarding the 9 News micro-giving campaign. This is a statewide campaign that might bring in $10,000 to $30,000. Thanks were given to Katie and Barb for facilitating an international donation from Chairperson Cox’s mother in South America. The donation was hampered by some browser problems which were speedily resolved by Katie Dobbins and Barbara Brattin.

**Financial Report**: Property tax receipts were up 3%. The Library is doing great. An $8,000 bill for scanning was not anticipated.

**Building Report**: There are additional costs for connection and improvements to the sewer line of $6,250. A reduction has been requested considering the Library is a public resource. The LPEA bill has been received. Miscellaneous costs not in the building contract are coming in. The library garden fence is down. One of the exterior library walls is down. Additional signage has been requested from the construction company, it should be posted shortly. A large sign has been requested marking the Library parking entrance on Highway 160. The Library had solid wooden chairs in the computer area. These are being reupholstered to save funds. A grant will be submitted to USDA Community Facilities for new public computers. The grant will request $27,300 for the computers as well as LCD screens for the new meeting rooms. The LCD screens will be more cost-effective than projectors. The request will cover the Echo-IT consultant contract support for the installations as well. The front doors to the Library were removed. They will be stored or donated. The stained glass transoms will be framed so they may be placed in front of a window in the new facility.

**Directors Report**: An application for an LPEA Round Up Grant is being prepared. This is for an outside book drop which will cost $6,000. The grant application is for $3,000 but the Friends of the Library have agreed to make up the difference. The new book drop will be placed close to the public parking area. The book drop sits on a concrete slab but will be moved after construction is completed to another convenient site in town. The Pilcro books have been received and are on display. They are very attractive books. The results from the summer reading program were disappointing, but determined efforts will be made for improvement next year. Construction was a deterrent to participation.

Online products: The Library is working with a company in Durango for a new logo. Research into additional e-book and e-audio products is being made to increase the library collection. A budget increase was made to cover the additional purchases. The Salt Lake City Library is a model for e-resources. Consideration is being given to Texas newspapers which will be popular with some of our second-home residents. As always, circulation is high in July.

A Winter Reading Challenge is being considered. The Archuleta County Commissioners expressed interest in working with the Library to fund a bookmobile. This purchase is imperative to reach the more remote areas of the county as well as to provide services to the extensive home-schooled population in the county.

**New Business**: A revision was made to the Trustee Handbook. The full-time residency requirement was eliminated to comply with the Library By-Laws. No vote was required.

**Supplemental Budget Amendment**: It is not uncommon for more revenue to be received than originally budgeted. A supplemental budget must be filed with DOLA. The public must be made aware, and a special board meeting held with opportunity for public comment. The Board agreed to hold a Special Meeting at 10:00 AM, September 5 to meet this need.

**Capital Budget for 2025** was motioned for approval by Gayle Dixon, seconded by Katie Cloudman. Motion passed.

**Unfinished Business**: None

**Good of the Order**: None

**Next Regular Meeting**: September 17, 2025 by Zoom Only. Noted that the Town of Pagosa Springs has offered to use Town Council Chambers for Library Board Meeting should construction create the need for alternative physical meeting space for Library Board meetings.

**Motion:** Motion to adjourn at 5:01 P.M. by Sherri Spears, seconded by David Hamilton. Passed.