

Dolores Public Library District Board Meeting February 8, 2022

President Sandra Jumper called the meeting to order at 6:01 p.m.

Board Members Present: Correen Becher, Jeanne Becker, Gina Hernandez, Nicole Margeson (via Zoom), Beth Mitchell, and Tamara Woodbury (via Zoom)

Board Members Absent: None

Director: Sean Gantt

Guests: Chris Majors and Diana Donohue

Agenda and Minutes: Jeanne made a motion to accept the agenda and minutes from the January Board meeting as presented. Nicole seconded the motion, and it carried upon a vote.

Correspondence and Communications: Sean included the February Newsletter.

Public Comment: None

Financials: Sandy noted that January tends to be a slow month as far as expenditures. Correen asked about the "(2)" next to Quickbooks Payroll. Sean explained that was the number of pay periods in January as Belinda had suggested at the January meeting. No property tax revenue came in, and all the SO Taxes income is from 2021.

Tamara made a motion to approve the January payroll, bills, and financial reports. Jeanne seconded, and the motion carried upon a vote.

At this point, Jeanne suggested the Board change the agenda to move Section 7.c,d,and e, the Audit items, ahead of 6. Reports, so Mr. Majors would not have to stay longer than necessary. Beth made the motion to adjust the agenda as suggested. Gina seconded the motion. Motion carried. (*Reports of these items appear under 7. Action/Discussion Items*).

REPORTS:

Learning Moments: The Board has watched all 10 of the United for Libraries "Short Takes for Trustees" videos. Sean is sharing his login for those videos with Tamara and Beth so they can watch them.

Director's Report: Highlights Sean noted for January include the popularity of the guitar and ukulele lessons. The Cortez Journal is publishing an article about the Library with emphasis on the community survey, which is getting a good response. The Yoga and Baby Group programs are on hold. Sean included a flash drive with the Board Packet that contains all the information in the new Trustee Binder. He said he has joined an HR society that can replace some of the components of the Employer's Council. The Board agreed it's hard to compare 2022 numbers with 2021 due to the pandemic. Tamara asked if there is some way the Library could keep track of the number of patrons who access the Library's wireless as that seems to be used quite a bit. Sean said he would check with NetForce to find out.

Strategic Planning Committee: Jeanne reported they are meeting on February 15. She encouraged any Trustees who haven't emailed their ideas and visions to the committee to please do so right away.

Finance Committee: Did not meet this month

ACTION/DISCUSSION ITEMS:

COVID-19 Update: The Library staff is getting some pushback from a few patrons on the mask requirement, though most patrons are compliant. Gina said that while Covid numbers are dropping, the county still has a very high positivity rate. Jeanne suggested the Board leave the mask requirement in place for now and reassess in March. All the Trustees agreed.

Review Job Descriptions: Sean sent the job descriptions electronically to each Trustee. Suggestions made by Board members include having consistent wording on training and education, taking out references to full time or part time (Sean explained that the reference to full- or part-time is a requirement of the new Equal Pay for Equal Work), and whether background checks or child abuse reporting are required (by law they are not). The Director's job description will be reviewed in the fall.

Review Audit Exemption: Chris Majors, DPL's CPA, went over the Application for Audit Exemption with the Board. Chris explained the Audit Exemption report is required for smaller local government entities, and must be filed yearly if no audit is performed. He said the Library is financially healthy, has adequate reserves, and that the \$11,000 net income for 2021 is basically breaking even.

Approve Resolution 2022-01 Resolution for Exemption from Audit:

Beth made a motion to approve Resolution 2022-01, Resolution for Application for Exemption from Audit. Gina seconded the motion which carried upon a vote. All Trustees physically present signed the Resolution and the Audit Exemption Application. Mr. Majors will file these electronically as required.

Review Fixed Assets and Capitalization Policy: Mr. Majors said he thought having the fixed assets numbers on the monthly Balance Sheet is unnecessary and suggested Sean remove that portion of the monthly reports, though the fixed assets numbers will still be kept in the Library's permanent records, and will be reported on the year-end Application for Audit Exemption Report.

Jeanne made a motion to authorize the District's accountant to remove the fixed assets from the Balance Sheet. Tamara seconded the motion which carried upon a vote.

ADJOURN:

Jeanne made a motion to adjourn the meeting and Gina seconded. The meeting adjourned at 7:31 p.m.

Proposed Topics for Next Meeting: March 8, 2022 at 6:00 p.m.

-Discuss Strategic Planning

Prepared by Correen Becher, Secretary