**Dolores Library District Board Meeting**

**April 12, 2022**

President Sandy Jumper called the meeting to order at 6:00 p.m.

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

Board Members Absent: None

Director: Dr. Sean Gantt

Guests: None

Agenda and Minutes: Jeanne made a motion to approve the agenda and March minutes as presented. Nicole seconded the motion which carried upon a vote.

Correspondence and Communications: Sean included a letter from Kim Percell, Montezuma County Clerk and Recorder, with a “Notice of Intent to Participate in the November Election” (the District is not participating). He also included an email he sent to the officers of the Friends of Dolores Library requesting that once the FODL voted to fund Library projects that the money be disbursed right away to the Library so it is available for use when needed to complete the project. Also there was a thread of emails between Sean and a patron who asked about people who park everyday in the library parking lot. The April Newsletter was also included.

Public Comment: None

Financials: One item Sean noted on the Expenditures report was the payment to TCW Risk Management for insurance. Jeanne asked about the $5350 already donated this year to the Library, and Sean explained there have been two $2,000 donations made. Sean closed CD#26 when it matured and put it in the HiFi account. The Fixed Assets are still on the Balance Sheet as Sean is waiting to hear back from Chris Majors on how to proceed having that portion of the report removed.

Beth made a motion to approve the March payroll, bills, and financial reports. Gina seconded the motion which carried upon a vote.

REPORTS

Learning Moments: The Trustees watched a short video titled “Trustee Trouble 2: Orientation, Hail to the Chief.” A discussion followed with the new Trustees regarding the orientation process at the Library. Following the discussion Sean mentioned how important it is to follow the Sunshine Law.

Director’s Report: Sean specifically mentioned the 2021 PLAR Survey. He noted that the Library spent close to $9,000 on books, most of which came from grant monies. The Storytimes have been well attended and the guitar and ukulele lessons continue to be popular. He also pointed out the Planetarium and Star Party in conjunction with Mesa Verde National Park. The state has made changes in the reporting of programming for children asking for age groups and whether the program was passive or Take & Make.

Strategic Planning Committee: The Committee has pretty much wrapped up the new plan and will be sharing during the discussion part of the meeting.

Finance Committee: The Committee met April 6 and Sandy summarized the meeting, the highlights of which will be discussed later in the meeting.

ACTION/DISCUSSION ITEMS

COVID-19 Update:

The county has not seen an increase in COVID cases, though the Library will stay on top of the numbers because a new variant is spreading.

Employee Handbook Revisions:

The ad hoc committee (Jeanne, Correen, and Sean) from last year met and discussed some needed changes to the Employee Handbook which Sean presented to the Board. After discussion, the Board decided to go ahead and approve the changes.

Tamara made a motion to approve the Employee Handbook changes as presented. Gina seconded the motion which carried upon a vote.

Strategic Plan Draft Review:

Jeanne reported the Committee is basically through with the plan and summarized the 6 goals. Trustees asked for more time to study the plan before adopting it. The plan will be voted on at the May meeting.

Investment Policy Amendments:

The Finance Committee noted a few changes they felt needed to be made to the Investment Policy. One change is to remove the “Addendum A” from the policy, and any references to Addendum A within the policy.

Jeanne made a motion to amend the Investment Policy as revised. Tamara seconded. The motion carried upon a vote.

Appoint Finance Committee as Advisory Committee for Fossum Fund:

A discussion ensued regarding the need for an Advisory Committee to oversee the Fossum Fund. Sean explained that the people who started the fund are no longer alive, and it seems prudent for the Board to oversee it. Tamara suggested the officers should be that committee.

Jeanne made a motion to appoint the Board Officers to serve as the Advisory Committee for the Fossum Fund. Tamara seconded the motion which carried upon a vote.

Approve a Signatory for Library Accounts:

Sean brought up the topic to have another signature on the Library’s accounts and proposed to have Sandy be the Signatory in case he is unavailable for some reason. After a discussion, the Board agreed the Chair (President) of the Board should be the Signatory.

Beth made a motion to approve the Board Chair (President) as Signatory on all Library accounts. Tamara seconded the motion which carried upon a vote.

Records Retention and Request Policy:

Sean presented a new Records Retention and Request Policy to the Board. A short discussion followed.

Jeanne made a motion to adopt the Records Retention and Request Policy as presented. Nicole seconded, and the motion carried upon a vote.

Executive Session to Discuss Personnel Matters per CRS 24-6-402(4)(f):

Sandy moved for the Board to go into Executive Session with Board members and the Director present to discuss personnel matters per CRS 24-6-402(4)(f) at 7:38 p.m. The Executive Session concluded at 7:54 p.m. No formal actions or adoptions were taken during the Executive Session.

ADJOURN:

The meeting adjourned at 7:55 p.m.

Proposed Topics for Next Meeting:

-Adopt 2022-2025 Strategic Plan

-Summer Program Update

-Friends of the Dolores Library (FODL) update

Prepared by Correen Becher, Secretary

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