**Dolores Library District Board Meeting**

**October 10, 2023**

**Call to order:** President Sandy Jumper called the meeting to order at 6:02 p.m.

**Board Members Present:** Correen Becher, Jeanne Becker Gina Hernandez, Hassan Hourmanesh, Beth Mitchell, and Tamara Woodbury (via phone)

**Board Members Absent:** None

**Director:** Sean Gantt

**Guests:** Peggie Buckholtz, Diana Donohue, Gladys Hourmanesh, and staff member Cheyenne Baber

**Agenda and Minutes:** No additions or corrections were suggested for the agenda. Correen noted that Ms. Buckholtz’s first name was misspelled in the Guests section of the minutes and should be corrected.

Upon Sandy’s request, Tamara made a motion to approve the agenda as presented and to make the correction to the minutes as suggested. Beth seconded the motion which carried upon a vote.

**Correspondence and Communications:** Sean included copies of letters the Library sent to the Town of Dolores and Dolores School District requesting their approval of Hassan as a new board member. Also included was an announcement from CLiC (Colorado Library Consortium) regarding an increase in their funding resulting in a decrease in the Library’s courier expense. In September Sean sent a letter to the Town’s building inspector asking for clarification on compliance of the outdoor classroom construction. At the request of Farmer’s Telephone Company, Sean sent a letter to the State endorsing their grant application.

**Public Comment:** None

**Financials:** *Expenditures*: Correen asked about the GRT Grant Expenses which is a new item in the report. Sean explained it is an early literacy grant (Growing Readers Together) the Library has received. There were no further questions or concerns on the remaining reports.

Sandy asked for a motion to approve the September payroll, bills, and financial reports which was made by Jeanne and seconded by Beth. The motion carried upon a vote.

REPORTS

**Director’s Report:**  September events Sean noted were the hiring and training of a new part time staff member, the progress of adult programming, and a training Cheyenne Baber attended. Circulation, contacts, and program attendance are fairly stable when compared to 2022. Jeanne asked about the Halloween celebration, which will be a Harry Potter theme.

**Finance Committee:** Sandy reported the committee met October 3rd. She said the 1st draft of the 2024 budget will be presented later in the meeting. The topic of how Proposition HH will affect the Library’s revenue if it passes was discussed. Sean reminded the Board to not discuss Prop HH in the capacity of a Trustee representing the Library.

**Strategic Plan Update: Staff Development and Retention:** With recent turnover in the staff, Sean felt this was an appropriate topic to review now. The roles of the Director and the Board were highlighted within the goal. No changes were suggested.

NEW BUSINESS

**Director’s Evaluation Form:** The “Director Evaluation Rating Scale” was included in the packet. There were no changes suggested, and since it has recently been revamped, it will be used again this year. Sandy asked each Trustee to complete the evaluation and turn it in to her by November 3rd. Sean will send a digital copy of the form.

**Review 1st Draft of 2024 Budget:** The 2024 draft budget includes a proposed budget if Prop HH passes and one if it doesn’t. Hassan asked about amounts budgeted for Continuing Ed ($1,000) and Travel ($5,000) when only a fraction of that is typically spent. Sean said these are areas where less could be budgeted but that he prefers to allot more than will likely be spent in case it is needed. No income was included for donations since those monies are being deposited to the Dolores Public Library Foundation Fund account. Hassan also asked about the low estimates of income from grants and interest. These two revenue sources are unpredictable, so a conservative amount is budgeted. By the time of the next meeting the election results will be available, and Sean will have a better (though maybe not clear) idea how to budget for next year.

**FODL Biannual Update:** The Friends of Dolores Library President was ill so was unable to come. Since Diana is Secretary/Treasurer of the Friends she agreed to give an impromptu report. She reported the book sales have gone well, the Saturday donation days are resulting in many good books for the sales, and the donation of an heirloom quilt resulting in a $400 contribution to the group. An upcoming fundraiser is in the works with the design and construction of quilt squares using children’s book covers which will be displayed and sold. The annual Book Sale is scheduled for December 2 at the Library.

ADJOURN

Sandy asked for any other topics for the good of the order. There were none so the meeting adjourned at 7:05 p.m.

**Proposed Topics for Next Meeting:** November 14th at 6:00 p.m.

-Director’s Evaluation Results

-Review and Approve Director’s Contract

-Approve Staff Bonuses

-Review/Revise Board Evaluation Process

-Review Final Draft Budget

Prepared by Correen Becher, Secretary