**Dolores Library District Board Meeting**

**December 6, 2022**

President Sandy Jumper called the meeting to order at 6:12 p.m.

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

Board Members Absent: Gina Hernandez

Director: Sean Gantt

Guests: None

Agenda and Minutes: No corrections or additions were made to either the agenda or minutes. Nicole made the motion to approve both as presented and Beth seconded. The motion was voted on and passed.

Correspondence and Communications: Sean shared a letter he had written to the Montezuma County Administrator Travis Anderson requesting a donation from the County. He also shared a thank you note from Nina Williams of Southwest Farm Fresh Cooperative for purchasing a gift certificate.

Public Comment: None

Financials: Expenditures: Jeanne asked about the IT status and Sean said he would update during his report later in the meeting. Correen asked about the gravel expenses which were for spreading gravel. On the P&L Sandy commented that 100% of income has come in. Correen noted on the Balance Sheet that the fixed assets are still listed. Sean said he is still waiting to hear back from Chris Majors regarding that.

Sandy asked for a motion to approve the November payroll, bills, and financial reports. Jeanne made the motion and Nicole seconded. The motion was voted on and passed.

REPORTS:

Learning Moment: The video “Trustee Trouble 8: Advocacy” was viewed which offered suggestions on how trustees can be active in promoting the services the library offers to stakeholders and the community. This led into a discussion on training for trustees and how to access the trainings.

Director’s Report: Sean has been spending a good deal of time on moving the Library’s IT company from Cortez Web Services to NetForce. He’s hopeful the email migration will go smoothly. He also explained about having the sprinkler system checked and repaired. The Rotary Angel Giving Tree is set up in the Library and Sean asked the Board members to go see it after the meeting.

Finance Committee: Did not meet in December

Strategic Plan Update: Exterior Spaces and Grounds: Sean has started planning the outdoor classroom space and visiting with workers who would help with the project. He would like to have a mural painted on the storage container by the parking lot.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Review 2023 Draft Agenda Schedule:

Sean shared the proposed agenda schedule for next year, noting some business was moved from December to November to make developing the budget more streamlined.

Review 2023 Draft Holiday Closure Schedule:

Sean presented a list of possible holiday closures that included 14 possible closure days. After discussion, the holiday closures were cut down to 10.

Review Board Self Evaluation Results:

Sandy presented the Board Self-Evaluation results. She highlighted some points that showed the lowest scores which could be areas the Board chooses to work on during the next year.

Board Officer Nominations:

Sandy said she would be willing to serve another year as President and asked Jeanne and Correen if they would be willing to stay on in their current positions (Jeanne as Vice President and Correen as Secretary). Both agreed.

Executive Session:

At 7:47 p.m. Sandy made a motion to move into Executive Session to Discuss Personnel Matters per C.R.S. 24-6-402(4)(f). Trustee Gina Hernandez was absent. All other Board members and the Director were present.

The Board did not adopt any policy, position, resolution, rule, regulation or take any formal action. The Executive Session adjourned at 7:54 p.m. and the regular meeting reconvened.

Approve Director’s Contract:

Sandy asked for a motion to approve the Director’s contract. Tamara made a motion to approve the Director’s contract as presented and Beth seconded the motion which carried upon a vote.

Approve Staff Bonuses:

Sandy asked for a motion to approve staff bonuses. Nicole moved to approve staff bonuses as presented by the Director, Jeanne seconded, and the motion passed upon a vote.

ADJOURN: The meeting adjourned at 7:57 p.m.

Proposed Topics for Next Meeting: January 10, 2023 at 6:00 p.m.

-Elect Officers

-Approve Meeting and Agenda Schedules

-Approve Holiday Closure Schedule

Prepared by: Correen Becher