**Dolores Public Library District Board Meeting**

**January 11, 2022**

President Rysta Williford called the meeting to order at 6:02 p.m.

Board Members Present:  Correen Becher, Jeanne Becker, Gina Hernandez (via Zoom), Sandra Jumper, Nicole Margeson (via Zoom), and Belinda Platts

Board Members Absent:  None

Director:  Sean Gantt

Guests:  Beth Mitchell and Diana Donohue

Agenda and Minutes:  Belinda made a motion to accept the current agenda and minutes from the December meetings as presented.  Jeanne seconded and the motion carried upon a vote.

Correspondence and Communications:  The Beyhan Family sent a thank you note and sizable donation to the Library.  Two potential Board members sent letters of interest.  They are Tamara Woodbury, who attended the Board meeting in December, and Beth Mitchell.  Rysta introduced Beth to the Board.

Public Comment:  None

Financials:  Belinda suggested the payroll be broken into pay periods on the Expenditures report so the Board would know how many pay periods were made during that month.  Correen asked about the FaceBook Boost.  Sean commented that he hoped the grant reimbursements he had submitted would come in before the audit by Chris Majors on January 15.  There were no concerns on the Balance Sheet.

Sandra made a motion to approve the December payroll, bills, and financial reports.  Nicole seconded, and the motion carried upon a vote.

REPORTS:

Learning Moments:  The Board watched the United for Libraries video on “Strategic Planning.”  A discussion followed after the video which then flowed into the Strategic Planning Committee Report.

Strategic Planning Committee:  Jeanne reported the committee (Sandra, Nicole, Jeanne and Sean) met January 10th.  She shared strategies the committee wants to use as far as involving different groups within the community.  They plan to develop a brief Survey Monkey survey to gather data.  She asked Board members to email their own vision to the committee by early February.  They would like the Board to meet in early March outside of the regularly scheduled Board meeting to go over the responses.

Director’s Report:  Highlights for December that Sean mentioned were the Everest presentation by Phil Henderson, the Santa Night, and the Ukulele Lessons.  Rysta asked about attendance at the 5th Day program.  Many Board members appreciated the 3-year comparison of year-end statistics.  A discussion evolved around the addition of an “All Ages” category in 2021.

Finance Committee:  This committee did not meet this month.

ACTION/DISCUSSION ITEMS:

COVID-19 Update:  Sean shared a graph indicating that cases in the County have increased dramatically lately.  He suggests the Library move to Phase 2 on the Library’s COVID plan which requires masks, social distancing, and limited numbers of people.  All Trustees agreed with the change.

Audit Exemption Process Review:  Chris Majors, the Library’s auditor, will be meeting with Sean mid-January.  Sean is eager to learn more about the process from him.

Staff In-Service Day:  Sean has made plans for the staff to spend most of MLK Day developing goals for the next year.  The Board will meet with the staff for a Meet and Greet at the Montezuma Mexican Restaurant in the afternoon.

Appoint New Trustees:  Tamara Woodbury and Beth Mitchell have both applied to serve as Trustees on the Board.

Belinda made a motion to send Letters of Acceptance to the Town and School District to approve both candidates to the Board.  Sandra seconded, and the motion passed on a unanimous vote.

Reset Trustee Terms to January:  After revisions were made in 2021 to the Bylaws, terms for Officers now end in January rather than March.  All Trustees agreed that Trustee terms should also end in January.

Election of Officers:  The Slate of Officers for 2022 are Sandra as President, Jeanne as Vice President, and Correen as Secretary.

Belinda made a motion to accept the Slate of Officers, Nicole seconded, and the motion carried upon a vote.

Appoint Trustees to Committee:  The Board agreed to wait until March to appoint Trustees to the Finance Committee when the new Trustees have been approved.

Approve Board Meeting Schedule:

Jeanne made a motion to approve the Board Meeting Schedule as presented.  Gina seconded, and the motion carried upon a vote.

Approve Holiday Closure Schedule:

Sandra made a motion to approve the Holiday Closure Schedule as presented.  Nicole seconded, and the motion carried upon a vote.

Retirement of Trustees:  Two long-term Trustees are leaving the Board.  Sean presented Certificates of Appreciation and small gifts to Rysta and Belinda in recognition of their years of service to the Library.

ADJOURN:

Belinda made a motion to adjourn the meeting, and Jeanne seconded.  The meeting adjourned at 7:51 p.m.

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

   -Review Job Descriptions

   -Approve Audit Exemptions

Prepared by Correen Becher, Secretary