**Dolores Library District Board Meeting**

**April 11, 2023**

**Call to Order:** President Sandy Jumper called the meeting to order at 6:05 p.m.

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

**Board Members Absent:** None

**Director:** Sean Gantt

**Guests:** None

Agenda and Minutes: No additions or corrections were made to either the agenda or minutes. Sandy asked for a motion to approve both documents as presented. Tamara made the motion and Beth seconded, which carried upon a vote.

Correspondence and Communications: Sean provided a printout of an email from Viewpoint Project regarding the Library possibly taking part in public service announcements about rural libraries on PBS. Due to the cost the Dolores Public Library will not take part. Also included was a letter from the Montezuma County Clerk and Recorder Kim Percell about notifying the Montezuma County Election staff of any intent to include a ballot issue in the 2023 election.

Public Comment: None

Financials: *Expenditures*: Beth asked about the two payments to ODP for toner. Jeanne wanted to know if patrons seem to be using the copier extensively since there is no charge for copies. Sean said he hasn’t noticed any abuse. Correen asked about the $688 early termination fee from FastTrack Communications, which Sean explained had been comped by NetForce when the Library switched to them. *P&L*: Most items are well within the budgeted amount. Snow Removal is up, but that is to be expected with the amount of snow that fell this winter. *Balance Sheet*: Correen asked about the Payroll Refunds item for $683 that has been on the report for many months. Sandy explained that it was a refund of Unemployment Insurance from over a year ago. Sean said he would check with Chris Majors to see if there is a way to get that removed from the report.

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

REPORTS

Learning Moments: None

Director’s Report: Events Sean noted were the time spent on reviewing and investigating different insurances, the Emergency Prep meeting about potential flooding, his work on the Annual Report, and the STEAM activities Megan is doing with children. He presented information about health insurance options available to the Library for the staff.

Finance Committee: The Finance Committee met on April 5th. They discussed having donation monies deposited directly to the Onward! account rather than having it go into the Library’s general fund. The Dolores Public Library Foundation Committee will investigate this further.

The committee also recommended that the Library move $150,000 from the HiFi account at Dolores State Bank into one of the Colorado Trust accounts to earn a better interest rate. Tamara made a motion to move $150,000 from the HiFi account to Colorado Trust based on the recommendation of the Finance Committee. Gina seconded the motion which passed upon a vote.

UNFINISHED BUSINESS: None

NEW BUSINESS

Employee Handbook:

The ad hoc Employee Handbook Committee (Jeanne, Correen, Sean) met April 6. They recommended four changes be made to the Handbook: add sections about the FAMLI program, FMLA, and work schedule, and remove the last sentences from the Weather/Emergency Closings section.

Sandy asked for a motion, and Gina made the motion to approve the amendments to the Employee Handbook as presented. Tamara seconded, and the motion carried upon a vote.

Discussion of Draft MoU with FoDL:

Sean presented a draft of a Memorandum of Understanding between the Dolores Library District and the Friends of the Dolores Library regarding the responsibilities of each group. He will present it at the FoDL meeting on April 15th. He asked the Board to edit, and he will ask the Friends group to edit it as well.

ADJOURN: The meeting adjourned at 7:45 p.m.

Proposed Topics for Next Meeting: May 9, 2023, at 6:00 p.m.

 -FoDL Update

 -Summer Program Update

Prepared by Correen Becher, Secretary