**Dolores Library District Board Meeting**

**July 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: Sean Gantt

Guests: None

Agenda and Minutes: The April minutes were inadvertently included in the printed board packet rather than the May minutes. Jeanne made a motion to approve the agenda as presented and to postpone the approval of the May minutes until the August meeting. Beth seconded the motion which carried upon a vote.

Correspondence and Communications: The Dolores Schools Librarian sent a thank you card signed by students and teachers for use of the Library during their summer class. Sean also included the June and July newsletters.

Public Comment: None

Financials: Sandy commented that the year is half over and the Balance Sheet reflects that most line items are within the expected range. Sandy asked about the ARPA Grant expenditures, and Sean said he is using that grant money on items that are relevant to the grant. Correen asked about entries that have no dollar amounts. Sean explained these are regular expenditures and there are times when billing notices don’t arrive during the expected time. She also asked about two different sets of check numbers. Evidently there are some unused checks from some time ago. Sean uses them to handwrite checks when a quick payment is needed. Sandy noted that the fixed assets still appear on the Balance Sheet, which she will discuss later in the meeting.

Tamara made a motion to approve the May and June payroll, bills, and financial reports. Nicole seconded the motion which carried upon a vote.

REPORTS

Learning Moments: Sean shared a short video titled “Trustee Trouble 4: Board/Director Relationships.” The video discussed four points on the relationship between the board and the director as well as which entity enforces policies. A short discussion among the Board followed.

Director’s Report: Events for the months of May and June that Sean spoke on were the changes in duties for Cheyenne and Emily and the CPLD Retreat in Vail. He shared that he is looking at allowing employees to flex their schedules in order to encourage retention. Jeanne suggested that Sean not include the list of programs in the written director’s report since the program events are in the newsletter. A lengthy discussion followed about Sean’s decision to take over receiving the aluminum can donation money (from Steve Hill) rather than having it go to the Friends of the Dolores Library.

Finance Committee: Sandy reported the committee met July 6th. Chris Majors has given the OK to remove the fixed assets from the monthly Balance Sheet report. Sean is waiting to hear from Chuck with Onward regarding the Officers overseeing the Library’s account. The Colorado Trust accounts are finally earning more interest. Budget discussions will begin in October.

ACTION/DISCUSSION ITEMS

COVID-19:

The virus continues to be prevalent in the County. The current strain appears to be easily spread but does not cause serious illness for most people. Sean recommends no change in the Library’s level.

Summer Reading Program:

The program has been well-attended. There are about 110 children and 30 adults involved. The program ends July 25th.

FAMLI Program:

Sean included this topic to alert the Board of a new Colorado program that the Library may or may not want to offer to employees. A decision will need to be made before January 1, 2023.

Review By-Laws:

Jeanne suggested changing Section 3 on page 2 stating that a notice of Board vacancies shall be posted on the Library website (from local newspaper) to the current By-Laws.

Tamara made a motion to accept the By-Laws with the change from publishing Board vacancies in the local newspaper to the Library’s website and at the Library. Gina seconded the motion which carried upon a vote.

Review Strategic Plan Goal: Staff Development & Retention:

Sean wanted to discuss this topic to address ways to encourage employees to stay by using means other than raises. A discussion followed regarding employee perks to increase job satisfaction.

Review Display & Volunteer Policies:

Sean presented updated and cleaned up copies of the two policies. A short discussion followed with the Trustees agreeing to the minor revisions.

ADJOURN:

The meeting adjourned at 7:55 p.m.

Proposed Topics for Next Meeting: August 9, 2022 at 6:00 p.m.

-Summary of Summer Reading Program

-Fall Program Update

-Review Health Stipend Amounts

Prepared by Correen Becher, Secretary