

Dolores Public Library District Board Meeting March 8, 2022

President Sandra 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 (via Zoom)

Board Members Absent: None

Director: Dr. Sean Gantt

Guests: None

Agenda and Minutes: Jeanne made a motion to approve the agenda and minutes of the February meeting as presented. Gina seconded the motion which carried upon a vote.

Correspondence and Communications: Sean included a letter dated February 11, 2022 from the Dolores School District approving Tamara and Beth as Trustees for the Dolores Library Board. He added the Town of Dolores voted to approve Tamara's and Beth's appointments and relayed the information verbally. Sean also included the March Newsletter.

Public Comment: None

Financials: Correen asked about the initials in the description on the BankCard expenditures, which Sean explained, though he did say he needs to put the "ALA" expense under a different account. The CNA Surety expense had no amount, and Sean explained that the invoice didn't come in. Jeanne asked if there were two payroll periods. Sean asked if it would be OK if he noted the number of payrolls only in the months where there are three. The Board agreed that would be fine. Sean also explained the fixed assets are still showing on the Balance Sheet because the Finance Committee will need to make a policy adjustment before the fixed assets can no longer be part of the Balance Sheet report.

Gina made a motion to approve the February payroll, bills, and financial reports. Beth seconded the motion which carried upon a vote.

REPORTS

Learning Moments: Sean showed the video "Trustee Trouble - Membership," from a video series out of Wyoming on trustee training. After a discussion, the Board agreed to continue watching videos from the series as we felt new information would be shared in them.

Director's Report: Items Sean highlighted in his report from February included the popularity of the guitar and ukulele lessons, his attendance at the school board meeting, future programming in cooperation with Mesa Verde, and Cheyenne is taking a class on cataloging. Sean also advised the Board about new laws around child protection. He will learn more about the requirements and inform the Board. New policy will need to be in place by the end of the year.

Strategic Planning Committee Report: Jeanne reported the committee has been meeting and is well on the way to developing their plan. They are organizing the new plan around patron access with several goals. They feel the technology portion would be better addressed in the technology plan. Their next meeting is Monday, March 14th. They plan to present a draft to the Board at the April meeting.

Finance Committee Report: The committee did not meet.

ACTION/DISCUSSION ITEMS

COVID-19 Update:

Cases of the virus are down dramatically in the County. After discussion Sean suggested the Library move to Phase 3 on the District plan.

Gina made a motion to go to Phase 3 on the Library's COVID-19 plan. Beth seconded, and the motion carried upon a vote.

Appoint Finance Committee Members:

Sandy is the only remaining member of the Finance Committee. She recommended Tamara and Correen be appointed.

Jeanne made a motion to appoint Tamara and Correen to the Finance Committee. Nicole seconded the motion which carried upon a vote.

Records Retention Project:

Sean has put together a working group which includes Beth, Belinda (a former Trustee), and Shandi (Library Clerk) to begin sorting, scanning, and shredding decades of paperwork in the outdoor storage container. A Records Retention Policy is also being worked on. The Board is pleased to see this project getting started.

ADJOURN

Jeanne made a motion to adjourn the meeting and Beth seconded. The meeting adjourned at 7:32 p.m.

Proposed Topics for Next Meeting: April 12, 2022 at 6:00 p.m.

- Review Employee Handbook
- Friends of the Dolores Library Update
- Strategic Plan Draft
- Records Retention Policy

Presented by Correen Becher, Secretary