**DOLORES LIBRARY DISTRICT BOARD MEETING**

**October 11, 2022**

President Sandy Jumper called the meeting to order at 6:04 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: Sean Gantt

Guests: None

Agenda and Minutes: Sean said Joyce Waldman, President of FoDL, couldn’t come so asked we remove that report from the agenda. Correen said she forgot to state that she prepared the minutes, so that should be added.

Beth made a motion to approve the agenda and minutes with the proposed changes. Jeanne seconded the motion which carried when Sandy called for a vote.

Correspondence and Communications: The Montezuma County Administrator, Tim Anderson, sent a letter advising the Library that the mill levy certification will be due to his office by Monday, December 12, 2022. Sean had copies of the Newsletter available for Board members to look over.

Public Comment: None

Financials: Expenditures: Correen asked where Sean went for the ARSL conference and he said to Chattanooga, TN. Balance Sheet: Sandy said many entries show no change because the interest hadn’t been posted. P&L: Correen asked what kinds of expenses are posted to the Miscellaneous account, and Sean said expenses that don’t fit in another category like retirement gifts.

Sandy asked for a motion to approve the September payroll, bills, and financial reports, which was made by Tamara and seconded by Jeanne. The motion carried upon a vote.

REPORTS

Learning Moment: Sean showed a video, “Trustee Trouble: Planning” on the purpose of making a strategic plan. Afterward the Director and Board members discussed important points such as consulting with other community stakeholders, keeping the big picture in mind, and the process of creating the plan. The Board agreed we feel we have done a good job with our new strategic plan.

Director’s Report: Events Sean noted were the work he and Jillian are doing regarding the new website company, the ARSL conference, and the repair of the HVAC system for the Meeting Room. A discussion evolved about the condition of the other two HVAC units and whether those should be replaced as well. Sean asked whether he should keep reporting on the Meeting Room use. The Board agreed having the number of times groups not affiliated with Library programming use it would be helpful.

Finance Committee: Sandy reported the Finance Committee met earlier today and will present the preliminary 2023 budget later in the meeting.

UNFINISHED BUSINESS

FAMLI Act: After a short discussion, Sandy called for a motion on the FAMLI Act. Beth moved that the Library participate in the FAMLI Act and to pay the cost for the employees (about $1,000/year total). Nicole seconded the motion which carried upon a vote.

Employee Benefits: After a short discussion, Nicole made a motion to amend the Employee Handbook to adjust the Health Stipend and PTO per the tables Sean presented. Beth seconded the motion which carried upon a vote.

NEW BUSINESS

Review/Revise Director’s Evaluation Process: Sean had copies of last year’s evaluation form, and the Board agreed to use it again. Each Trustee is to complete the evaluation form and email it to Jeanne or leave it in the Board’s box in the library by November 1st. Sean asked for some written comments. Sean will send an electronic copy to each Trustee. Jeanne will compile the results and have them presented at the November meeting.

Review 1st Draft of 2023 Budget: Sean noted that anticipated tax revenue will be lower for 2023 due to a bill signed by the Governor last year which temporarily reduces property taxes on most residential properties. The Board suggested line item 5700, Equipment, be increased to $15,000 to budget for the replacement of the HVAC units.

Change December Board Meeting date: Due to the earlier date to turn in the mill levy certification to the County, the December meeting will need to be held on the 6th.

ADJOURN: The meeting adjourned at 7:19 p.m.

Proposed Topics for Next Meeting: November 8, 2022

Review Director’s Evaluation Results Revise Director’s Contract

Review/Revise Board Evaluation Form

Review Final Draft of Budget

Review Progress on Specific Strategic Plan Goals

Prepared by Correen Becher, Secretary