**Dolores Library District Board Meeting**

**March 12, 2024**

**Call to Order:** President Sandy Jumper called the meeting to order at 6:02 p.m.

**Board Members Present:** Correen Becher, Gina Hernandez, Hassan Hourmanesh, Beth Mitchell, and Tamara Woodbury (via phone)

**Board Members Absent:** Jeanne Becker

**Director:** Sean Gantt

**Guests:** Peggie Buckholtz, community member, and Cheyenne Baber, staff member

**Agenda and Minutes:** No changes or corrections were made to the agenda or February minutes. Beth made a motion to approve both the agenda and the minutes. Gina seconded, and the motion carried upon a vote.

**Correspondence and Communications:** None

**Public Comment:** None

**Financials:** *Expenditures:* Beth asked about the two payments to Kimberly Daves, which Sean and Sandy explained are made by direct deposit for janitorial services. Correen asked about the two payments to Xerox, which Sean said one was for January and the other for February. *P&L:* Sandy reported how she and Sean were able to adjust QuickBooks to show specific months rather than reporting year-to-date numbers making that report align better with the expense report. Correen noted some expenses are already 40-80% spent after only two months. Sean explained some big expenses (such as the website and professional fees) come due early in the year. *Balance Sheet:* Sandy summarized the bank and investment accounts.

Sandy asked for a motion to approve the financials. Gina made a motion to approve the February payroll, bills, and financial reports. Tamara seconded the vote which passed upon a vote.

REPORTS

**Learning Moments:** Sean has arranged for the Board to meet with Kieran Hixon and Sharon Morris from the State Library regarding the process of presenting a mill levy increase to the voters. The meeting is scheduled for March 20th at 4:00 p.m.

**Director’s Report:** Sean announced a $10,000 anonymous donation which was deposited into the Onward account. He also commented on his application to the ARSL (Association for Rural and Small Libraries) Leadership Institute, and Comfort Air’s recommendation to improve heating in the office areas. He met with school officials about how to involve the Library more in the school community, and with Nicci Crowley of the LOR Foundation. Sean reported on the joint training with Mancos Public Library staff and the Safe Spaces team meeting. February 2024 numbers are in line with February 2023 considering the reduced staff this year.

**Finance Committee:** Did not meet

**Strategic Plan Update: Goal #6, Board Development and Cultivation:** Sandy reviewed the goal aloud after which a discussion evolved. The meeting with the State Library officials was reiterated. Jeanne and Gina will be finishing up their tenures as Board Trustees in a year or two, so ways of reaching potential new Trustees was discussed. Sean asked Board members to please let him know of any training or development they feel a need for.

UNFINISHED BUSINESS

**Review Job Descriptions:** The Board discussed possible updates or changes to the job descriptions. Two changes will be made: 1) Sean will add wording to include each position to supervise volunteers, and 2) remove the bullet on the youth programming position referring to cleaning the children’s area.

NEW BUSINESS

**Employee Handbook Committee:** Review of the Employee Handbook is scheduled for the April meeting. Sandy said there are some parts she would like to update and revise. Since Jeanne served on the committee to revise the handbook a couple years ago Sandy will ask her if she wants to serve on this ad hoc committee. If not, then Beth said she would serve.

With no further business before the Board, Sandy adjourned the meeting at 7:02 p.m.

PROPOSED TOPICS FOR NEXT MEETING: April 9, 2024 at 6:00 p.m.

-Review Employee Handbook

-FoDL Update

Prepared by Correen Becher, Secretary