

Dolores Library District Board Meeting

May 14, 2024

Call to Order: President Sandy Jumper called the meeting to order at 6:03 p.m.

Board Members Present: Correen Becher, Jeanne Becker, Beth Mitchell, and Tamara Woodbury

Board Members Absent: Gina Hernandez and Hassan Hourmanesh

Director: Sean Gantt

Guests: Cheyenne Baber, staff member

Agenda and Minutes:

Upon Sandy's request, Jeanne made a motion to approve both the agenda and April minutes as presented. Tamara seconded, and the motion carried upon a vote.

Correspondence and Communications:

Sean shared a letter the Library received welcoming him to the ARSL (Association for Rural & Small Libraries) Leadership Institute. The letter outlined the responsibilities and benefits of his participation. The Board congratulated him on his acceptance into this pilot program.

Public Comment:

None

Financials:

1. Expenditures: Correen asked about the two payments to NetForce PC. Sean said he must have missed March's payment because he had two invoices from them so he paid both. Beth checked her records and noted the March payment was made. Sean said he would check to see what happened. Correen asked where he went for the PLA Conference, which was in Columbus, Ohio. Sean also mentioned the increased cost for the Xerox lease.
2. P&L: With a third of the year done, property tax revenue is at almost 40%. Sean said that did not include the \$43,000 backfill the Library is due to get from the County. Jeanne asked about the 80% already paid for the website. Sean explained that was paid early in the year and is likely the only payment that will be made from that line item. The insurance line item has been spent more than 100%, but that is probably all the payments that will need to be made from that account. Even though the copier expense is at about 40% spent, Cheyenne said not having to buy ink for an ink jet printer several times a year will likely save money in the long run.
3. Balance Sheet: Sean noted that he moved \$50,000 from the Hi-Fi account at Dolores State Bank into one of the Colorado Trust accounts.
4. Sandy asked for a motion to approve the financials. Beth made a motion to approve the April payroll, bills, and financial reports. Tamara seconded, and the motion carried upon a vote.

REPORTS

Learning Moments:

Sean had no formal learning opportunity to present, but he did mention that he spoke with John Chrastka, Executive Director of EveryLibrary, at the PLA Conference regarding Board training for preparing a mill levy increase proposal.

Director's Report:

Sean began by reporting the (second) Youth Services person he hired left without any notice, so he is back to advertising that position. He went into some detail about his trip to the PLA Conference. Sean also attended the CLiC & Connect event at Fort Lewis College.

Finance Committee:

The Finance Committee held a special meeting April 29 to discuss amending the budget. Sandy reported that with the unexpected backfill revenue from the County and the difficulties Sean is having finding a Youth Services person, he asked that we amend the budget to allow him to hire someone full time at that position. The Finance Committee is recommending that.

Strategic Plan Update: Building Maintenance and Improvements:

The primary building concern right now is to improve the ducting system to allow more warm air to flow into the staff office area. Comfort Air has been working on this project. Other smaller projects Sean commented on are crumbling concrete on the handicap ramp, upgrades to the outdoor classroom area (like an awning), and posting a plaque to identify the artist who provided the sculpture by the can shed.

NEW BUSINESS

Summer Reading Program Update:

Cheyenne provided an oral and written synopsis of the Summer Reading Program plan. The program will start June 10th and end July 29th. Children and adults are welcome to take part in the program with the theme "Adventure Begins at Your Library." She shared a calendar of events which are sure to engage youngsters from the community.

Review Meeting Room Policy:

Sean has a few concerns with the meeting room policy and came up with some ways to eliminate some of the ambiguity. He presented his ideas and received the OK from the Board to redo the policy and the reservation form. It will be presented at the June meeting for final approval.

Approve Proceeding with Budget Amendment:

Upon the Finance Committee's recommendation, the Board decided to go ahead with budget amendment process. Sean will have the proper notices posted and published.

Jeanne made a motion to proceed with amending the 2024 budget as recommended by the Finance Committee. Beth seconded, and the motion carried upon a vote.

Set Public Hearing Date for Budget Amendment:

The date for amending the budget was set for the next Board meeting, June 11, 2024 at 6:00 p.m.

Adjourn:

With no further business before the Board, Sandy adjourned the meeting at 7:39 p.m.

PROPOSED TOPICS FOR NEXT MEETING: June 11, 2024 at 6:00 p.m.

1. Review By-Laws
2. Budget Amendment
3. Approve Meeting Room Policy Revisions

Prepared by Correen Becher, Secretary