**Dolores Library District Board Meeting**

**September 13, 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 (joined via Zoom at 6:30)

Board Members Absent: None

Director: Sean Gantt

Guests: Megan Waterman, Youth Services Librarian

Agenda and Minutes: Correen requested we add the Friends Meet and Greet to the agenda.

Beth made a motion to approve the agenda as amended and the minutes as presented. Nicole seconded the motion which carried upon a vote.

Correspondence and Communications: Sean made the Newsletter available for all Trustees to look over.

Public Comment: None

At this point the Board agreed to skip to Action/Discussion item “Strategic Planning Goal: Programming” on the agenda to allow Megan to give her presentation and then leave.

Financials: Expenditures report: Correen asked about the “misc. building supplies” and “Fortigate Service Renewal” which is for the firewall. Jeanne asked about the entry for window cleaning. There were no questions about the P&L or Balance Sheet.

Jeanne made a motion to approve the August payroll, bills, and financial reports, Gina seconded. The motion carried upon a vote.

REPORTS

Learning Moment: The Board watched a video “Trustee Trouble 6: Policies.” The video discussed the purpose of library policies which address a number of topics such as staff/personnel, users, or conducting business. Policies need to be equitable for everyone. The question then arose on whether DPLs policies are available online, which they are not.

Director’s Report: The events Sean highlighted were a $4,000 grant the Library received from United Way Team Up, the hiring of a new Library Clerk at 20 hours per week, and an upcoming requirement by the state making our website accessible to all.

Finance Committee: Did not meet in September

ACTION/DISCUSSION ITEMS:

Strategic Plan Goal: Programming:

Sean introduced Megan Waterman, the new Youth Services Librarian, to the Board. She shared her vision for her program—that it not be a daycare program, to offer some literacy services, and have hands-on programs for all age groups. She presented her calendar of events through October, which include activities for all youngsters. She said every 6th thru 12th grader has been through the library and she will be visiting with all elementary classrooms soon. For safety reasons, she will not be escorting students to the library for after-school events.

Proposed Changes to Circulation Policy:

In order to encourage out-of-district students and their parents and adults who don’t live in the school district but work for the school to get a library card, Sean would like to amend the Circulation Policy. He wants to waive the $10 fee as long as they complete the required paperwork. Jeanne asked about item 8, section v about the difference for the amount of time an item may be kept. Sean said there is another loaning agency, Prospector, that will loan for 6 weeks.

Gina made a motion to amend the Circulation Policy as presented. Beth seconded the motion which carried upon a vote.

COVID-19 Update: No discussion

Review Year-End Budget Estimate:

Sean presented the actual expenditures and income year-to-date along with an estimate of expenditures and income for remaining four months. Most items will fall well within the budgeted amount. Notable expenditures for the future include repairing the heating system in the meeting room, new blackout curtains, and the new phone system which has already been approved.

Patron Behavior:

Sean presented written evidence of ongoing disruptive behavior by a particular library patron.

Review Code of Conduct:

Due to the behavior of the previously mentioned patron, Sean asked the Board to review the Code of Conduct policy and amend it if necessary so he could no longer allow the patron in the Library. After reviewing the policy, the Board felt the current policy would address the issues the Library staff is having with that patron.

FAMLI Act:

Since DPL has fewer than ten employees, we do not have to opt in on the FAMLI Act. Employees can opt in if they choose at their expense. Sean suggested the Library pay the premium for each employee as an employee benefit. The Board wants time to review that proposal.

FODL Meet and Greet:

As many Board members as are available will meet with the Friends of the Dolores Library at 5:00 on October 6, 2022. We will provide appetizers and visit socially with them until their meeting starts at 5:30.

ADJOURN: The meeting adjourned at 8:05 p.m.

Proposed Topics for Next Meeting: October 11, 2022 at 6:00 p.m.

-Review/Revise Director’s Evaluation Process -Review 1st Draft of Budget -FODL Update

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