**Dolores Library District Board Meeting**

**March 14, 2023**

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

**Board Members Present:** Correen Becher, Jeanne Becker, Gina Hernandez, Beth Mitchell, and Tamara Woodbury (via Zoom)

**Board Members Absent:** Nicole Margeson

**Director:** Sean Gantt

**Guests****:** Chris Majors, CPA, MT of Haley and Majors, P.C.

Agenda and Minutes: Sean suggested we move the approval of the audit exemption to right after the agenda and minutes to allow Chris to leave at his convenience. Jeanne noted a typo in the minutes.

Jeanne made a motion to change the agenda and to correct the minutes as suggested. Beth seconded the motion which passed upon a vote.

Correspondence and Communications: Sean again presented the request by Mel Heath regarding the Accessible Parking Space signage. Sean reiterated that when weather and snow conditions permit, he will have the signs brought up to ADA standards.

Public Comment: None

Financials: *Expense Report*: Beth asked about the $155 credit on the BankCard account. Sean explained that it was a duplicate payment made when the Library was transitioning to automatic payments. Correen noted that three utility payments were coded as “Copier Lease/Use.” Sean said he would correct that. *P&L*: Sean commented on the amount of interest the Library’s deposit accounts have already earned. Correen asked who made the donations, which are already 72% of what was budgeted. *Balance Sheet*: The fixed assets no longer appear in this report.

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

REPORTS

Learning Moment: The Board viewed a short video “Trustee Trouble 10: Self-Assessment.” The video offered six questions trustees should ask themselves regarding their work on the board and as a board as a whole. A short discussion followed in which the Trustees agreed this Board does a pretty good job addressing the six questions.

Director’s Report: February events Sean pointed out were the DOLA floating mill levies and potential grant opportunity inquiries. He also made the Board aware how the new website calculates visits. Now it is reported per page rather than each website visit. Jeanne asked about the group calendar and noted the attendance at some of the programs. Correen asked about preparations for potential flooding as the snow begins to melt.

Strategic Plan Update: Collection: Sean presented a written report prepared by Cheyenne Baber, the Collection and Circulation Librarian. She bulleted events and goals the Library is working on. The Board felt this area is being well-managed and kept up to date.

UNFINISHED BUSINESS

Approve Resolution 2023-01 for Exemption from Audit:

Chris Majors, the Library District’s auditor reported that the Library’s finances look good. He did note the District went in the red about $7,000 which is not concerning. Sean commented that two large taxpayers in the area have not paid their property taxes which resulted in less revenue coming in. Chris suggested the Library budget conservatively in the next couple years due to pressure on property tax funding. He also removed the fixed assets from the monthly balance sheet.

Sandy asked for a motion to approve the 2023-01 Resolution for Exemption from Audit. Jeanne made the motion which was seconded by Gina. The motion carried upon a vote. All Trustees present signed both forms of paperwork. Chris will file the paperwork electronically.

Review Job Descriptions:

A few changes were made to the job descriptions. Sean would like to include some outreach responsibilities to the Youth Services position. Also, the correct title for the Director’s position should be Executive Director. A short discussion developed around having more job descriptions than current positions staffed.

Remote Work Policy Discussion:

Sean presented a written proposal from the staff to allow remote work and to include the proposal in the Employee Handbook. Sandy gave each Trustee an opportunity to express their opinion on the proposal. After a lengthy discussion, it was agreed that Sandy and Tamara would write a letter to the staff expressing the Board’s decision not to allow remote work.

Sean asked for the ad hoc Employee Handbook committee (Jeanne, Correen, Sean) to meet before the April meeting to make some adjustments to the Employee Handbook as that is coming up for review in April.

ADJOURN: The meeting adjourned at 8:16 p.m.

Proposed Topics for Next Meeting: April 11, 2023, at 6:00 p.m.

-Employee Handbook Review

-FoDL Update

Prepared by Correen Becher, Secretary