Dolores Library District Board Meeting
November 14, 2023

Call to Order: President Sandy Jumper called the meeting to order at 6:03 p.m.
Board Members Present: Correen Becher, Jeanne Becker, Gina Hernandez, Hassan Hourmanesh, Beth Mitchell, and Tamara Woodbury (via phone)
Board Members Absent: None
Director: Sean Gantt
Guests: Peggy Boyer, Peggie Buckholtz, and staff member Cheyenne Baber

Agenda and Minutes: On the agenda, Sandy changed wording under New Business item "c" to Revise and Discuss (rather than Approve) the Director's Contract and to Discuss (rather than Approve) Staff Bonuses. She also added item "d" to Approve Director's Contract and Staff Bonuses. No corrections or additions were suggested for the minutes.

Upon Sandy's request Beth made a motion to approve the changes and additions to the agenda and to approve the minutes as presented. Gina seconded the motion which carried upon a vote.

Correspondence and Communications: The Town of Dolores approved Hassan's nomination as a Trustee at their October 9th meeting. The Dolores School District did not receive the Library's letter asking for their approval, so Sean emailed a copy to them.

Public Comment: Ms. Boyer inquired as to when a new adult programming position is to be hired. Sean said he plans to hire someone for that position, and that we would discuss this later in the meeting.

Financials: *Expenditures:* Correen asked about the higher amount paid for the copier lease. Sean explained that it was multiple payments. Beth asked about the increased amount paid for janitorial, which Sean said was for three payments to her rather than the typical two because there were 3 pay periods in October. *P&L:* Sandy noted that the year is almost over and most items are on track for coming in under the budgeted amount. Sean added that the Library has received two sizable grants that could cover much of this year's deficit. One grant is from Team Up and the other from the State for Tele Health. *Balance Sheet:* There were no questions or concerns from the Board.

Tamara made the motion to approve the October payroll, bills, and financial reports. Jeanne seconded; the motion carried upon a vote.

REPORTS
Director's Report: Items Sean noted were the installation of the benches for the outdoor classroom, and the Halloween event. The event was well attended with positive feedback from some of the attendees. He said they included lots of activities rather than just a "walk-through" kind of event. Sean also mentioned the AspenCat Conference he and Cheyenne attended online. Megan is starting outreach programming now that the school year is well underway. Sean included two estimates from Comfort Air to install inspection panels in the ductwork and to replace a fan in the server room. The Board agreed both were important jobs to have done.

Finance Committee: Did not meet. Sandy arranged to meet November 29 at 1:00 before the next Board meeting.

Strategic Plan Update: None

NEW BUSINESS

Review/Revise Board Evaluation Process: Sandy said she had the rating scale adjusted with "5" as highly agree to "1" highly disagree, which is different than the one in the emailed board packet. Jeanne suggested taking off the "I" column because this is a Board evaluation. Beth said it would be a good idea for each Trustee to reflect personally and set their own goals for self-improvement. The evaluation is due to Sandy by Dec. 1st. Sean will send a digital copy of the revised form.

Review Final Draft Budget: A somewhat lengthy discussion revolved around revenue expectations and increased expenses resulting in an anticipated $90,000+ deficit. Sean reiterated why he underestimates income while overestimating expenses and that the Library rarely spends into reserves as much as the proposed budget states. The proposed 2024 budget does not include staff raises but does include hiring a part time adult programming staff member.

Executive Session: At 7:30 p.m. President Sandy Jumper moved for the Board to go into Executive Session for discussion of a personnel matter regarding the Director's evaluation, revision of the Director's contract, and discussion of staff bonuses, pursuant to CRS 24-6-402(4)(f). All Board members, with Tamara Woodbury via phone, and the Director attended.

The Board did not adopt any policy, position, resolution, rule, regulation or take any formal action. The Executive Session adjourned at 8:18 p.m.

The Board re-convened the regular meeting at 8:19 p.m.

Approve Director's Contract and Staff Bonuses: Upon reconvening the regular meeting, Tamara moved to approve the Director's contract and staff bonuses as discussed. Beth seconded the motion which carried upon a vote.

ADJOURN

Sandy adjourned the meeting at 8:21 p.m.

Proposed Topics for Next Meeting: December 5, 2023 at 6:00 p.m.

- -Review Board Evaluation Results
- -Board Officer Nominations
- -Approve Budget

Prepared by Correen Becher, Secretary