

Ignacio Community Library Board of Trustees
Minutes of Regular Meeting
April 25, 2018

I. Call to Order

Meeting called to order by Dayna Talamante-Montoya at 6:15 p.m.

II. Roll Call

Present: Dayna Talamante-Montoya, Lovvis Downs-Glass, Philip Meunier, Jaceson Cole and Marcia Vining. Pearl Casias arrived at 6:24.

III. Approval of Agenda

Philip requested items to be added to agenda under Unfinished Business: Bayfield Budget Message (Marcia replied draft isn't ready) and Expansion of Board to Seven members. Philip moved to accept the agenda with addition. Lovvis seconded. Approved.

IV. Approval of Minutes of March 21, 2018

Philip moved to approve the 3/21/18 minutes as amended. Jaceson seconded. Approved.

V. Public Input--None

VI. Unfinished Business

A. Grounds Maintenance Job Description

Members discussed the proposed job description for a Grounds Maintenance employee of ICL. Philip moved to accept the Job Description. Jaceson seconded. Approved.

B. Expanding Board from Five to Seven Members

During the past month, Members and the Director have spoken with community members to assess interest in serving on ICL's Board of Trustees. The conclusion is that there may be enough interest to request that the County Commissioners appoint more members to serve on the Board.

Currently, the Board bylaws do not set a required size for the number of members, but do state that a simple majority of Members needs to be present at each meeting for a quorum. Philip moved to amend the bylaws to change the quorum requirement to three members present at meetings. Lovvis seconded. Motion carried.

C. Lucas Gass Tuition Reimbursement Repayment

Marcia reported that, as of this month, the Library has received \$1,000.00. Marcia informed Lucas that ICL needs more regular payments of his debt.

VII. New Business

A. Policy Approval

i. Computer Use Policy

Members discussed changes that were suggested at the March meeting and by the Management Committee. Lovvis moved to accept the Computer Use Policy document as presented. Pearl seconded. Approved.

ii. Overdue Policy

Members discussed changes, including that laptop computers have a loan period of four hours “on premises only and no overnight loans.” Members also discussed possible use of Unique Management Services to collect reimbursement for unreturned materials. Jaceson moved to accept the Overdue Policy document as modified. Philip seconded. Approved.

B. Director’s Evaluation

Members discussed Marcia Vining’s performance and self-evaluation for the past year. Marcia clarified information on her performance for the Board. She also mentioned that she is currently conducting interviews for two staff vacancies. Marcia then left the room while the Members reviewed performance items and assigned scores on the Evaluation form.

After determination of scores, Members discussed a salary increase for Ms. Vining. During this discussion, Philip noted that ICL still has not hired a Librarian. Pearl commented that Marcia has been “doing two jobs.” Lovvis and Dayna expressed concern for the impact of a salary increase on the budget. At the conclusion of the discussion, Philip moved to increase Ms. Vining’s salary by 4.3%, effective June 1, 2018. Jaceson seconded. Motion carried.

Marcia returned to the meeting room. Dayna informed Marcia of the results of the evaluation and of her salary increase. Members thanked Marcia for her excellent work, and Marcia thanked the Members for their support. Pearl requested that Marcia look closely at staff and staff applicants for Librarian position qualifications.

VIII. Director's Report--Marcia Vining

Copies of the Director's Report are on the Members' laptops.

Lovvis inquired about the workshop in Pueblo that Marcia attended. Marcia said that it had a lot of useful information and that she will include a full report in next month's packet.

Lovvis asked about status of Jackie Candelaria. Marcia doesn't think the Library will be able to work with Ms. Candelaria beyond having her work on the literacy boxes; otherwise the Library's needs and goals are different from those of Ms. Candelaria.

Brian Crane is doing some tech work with the Library.

IX. Treasurer's Report--Lovvis Downs Glass

Regarding the Balance Sheet as of March 31, 2018: Lovvis said the amounts do not include COLO Trust, which will appear on next month's report.

Philip asked if the extra amount in the Building Fund should be moved to General Expenditures. Lovvis explained that this is not necessary.

Lucas's \$1,000.00 reimbursement payment will appear on next month's report.

In response to a question, Marcia responded that the auditors have prepared the first draft of this year's report and is on track for it to be available for Members' review two weeks before the May Board meeting.

Philip moved to accept the Treasurer's Report. Dayna seconded. Approved.

X. Open Discussion

Philip questioned the accuracy and value of the patron counter. Marcia agreed that it does not count accurately, and feels that program and circulation numbers provide more useful information.

XI. Adjournment

Philip moved to adjourn. Jaceson seconded. Meeting adjourned at 8:49 p.m.

The next Board meeting is scheduled for Wednesday, May 16, 2018, at 6:15 p.m.

Claudia Foley submits the minutes to the Board of Trustees for approval.