

Ignacio Community Library Board of Trustees
Minutes of Regular Meeting
May 16, 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 and Marcia Vining. Absent, excused: Jaceson Cole and Pearl Casias
Guest: Douglass Field, Frederick Zink and Associates

III. Approval of Agenda

Lovvis moved to approve the agenda, Philip seconded. Approved.

IV. Approval of Minutes of April 25, 2018

Philip moved to approve the April minutes. Lovvis seconded. Approved.

V. Public Input--None

VI. Unfinished Business

A. Budget Message

Marcia reported that she is “close, but not finished.” Philip moved to table item to next meeting. Dayna seconded. Approved.

B. Vote on Bylaw Changes

Proposed Changes: Board Secretary to ensure the Board abides by Open Meeting Rules; Specify 3 members as number for required quorum at meetings; Library Director to get Member responses when special meetings are called.

Marcia suggested that the Board request that the County Commissioners advertise for four Trustee vacancies. Marcia will follow up on this.

Members changed the June regular meeting to Monday, June 18 at 6:15 p.m.

Philip moved to make these changes to the bylaws:

1. Three trustees must be present at meetings to make a quorum.
2. The Board Secretary is to monitor compliance with Open Meetings Act during

regular, special and emergency Board meetings.

3. If electronic means are used to notify Trustees of regular, special or emergency meetings, the Library Director will make sure responses are received from the Trustees. If no response is received, the Director will follow up with a phone call.

Lovvis seconded the motions. All three changes were approved.

VII. New Business

A. Audit Report--Douglass Field of Frederick Zink and Associates

Mr. Field went through the report and solicited questions from the Members for clarification and modifications of report items. He explained that the final audit report would be dated as of today, May 16, 2018, if no major changes are made.

Mr. Field reminded the Trustees that three resolutions are required for each budget year:

1. Adopting the Budget
2. Appropriating funds stated in the Budget.
3. Certifying the mill levy

Mr. Field explained the cover letter that will be sent to the Board of Trustees along with the Audit Report. He also noted that extra time spent with Selena would increase the auditor's bill above what was budgeted by ICL.

Mr. Field noted that Employee Insurance needs adjustment. ICL has been paying for vision and dental insurance, which was not the intent when insurance was offered to the employees.

Philip moved to accept the Auditor's Report with modifications requested by the Members. Dayna seconded. The motion carried.

Philip asked Mr. Field whether the auditor's contract is for a fixed fee amount. Mr. Field replied that the contract does not cover all contingencies or extra time that may be involved in the auditing firm's work. He further stated that it is evident that ICL is doing well with its finances.

The Trustees thanked Mr. Field for his report.

Philip stated that he would like to thank Marcia, Lovvis and Selena for their work on this year's audit. Dayna agreed.

In response to an inquiry posed by Philip on whether auditor's reports are required of

organizations the size of ICL, Marcia read the State of Colorado Application for Exemption from Audit. If either revenues or expenditures of the organization do not exceed \$750,000 per year, the organization may apply for exemption from an audit. Lovvis noted that it must be signed and delivered to the State by March 31st of the year for which the exemption is requested.

Marcia stated that she had not been informed of the amount of the extra audit charges prior to this meeting.

Lovvis reminded the Members that the audit report draft still should be given to the Members in a timely fashion for review before the meeting at which it is discussed.

VIII. Director's Report--Marcia Vining

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

Dayna commented that she wanted to inform the Members about the day-long safety presentation attended by representatives of the Ignacio School District and other community agencies. She was glad to see members of the ICL staff there, including Marcia. Marcia responded that Ron and Dixie stayed all day, while she returned to the Library. Dayna stated that she felt Marcia should have stayed the whole time, but thanked her for attendance by Library staff.

Marcia has hired two new staff members, is still looking for another full-time person, and possibly a couple part-time people.

Marcia invited everyone to the Friends of the Library Community Chuckwagon Dinner on Saturday, June 9th at 4:00, \$10 per person, with food served at 4:30.

Philip inquired about Lucas's payback. Marcia replied that the Library has received no more payments since last month. Lucas still owes \$7,000.00. Members discussed some possible actions for collection. Lovvis mentioned Small Claims Court. Marcia will contact Lucas and request another payment.

Philip asked about the status of e-Rate. Marcia reported that the Library received funding approval on both requests. ICL will receive \$4,800 for internet and \$720 for wireless.

Philip asked if Marcia received the Board relevant information from the workshop she attended in Pueblo. Marcia responded that the information is now online and she will inform the Members on how to access it.

Lovvis asked if Christine Sage used to work at the Library. Marcia affirmed that she did, and talked about having closer connections with the Tribal Council and the Ute tribe.

Dayna noted that many people attended the One Book Colorado event. Marcia said 26

people were there.

Marcia stated that the April patron count on the report is incorrect; the December count is the one given.

IX. Treasurer's Report--Lovvis Downs Glass

Marcia clarified some line items on the Budget, especially one-time costs. She also noted that there will be a large plumbing bill due to a sewer blockage encountered by the Library. This will affect the Maintenance expenses. Marcia also reported that the plumber suggested that the Library at some time install an external cleanout valve, which would make clearance of future blockages much easier.

Philip asked for, and received, clarification of Overdrive expenses.

Lovvis reported that Total Accounts combined equal \$2.1 million. General Savings is over \$800,000.00. Property Taxes received are at 33% of the year.

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

X. Open Discussion

Members discussed possible Board candidates and the cost of the audit.

XI. Adjournment

Philip moved to adjourn. Lovvis seconded. Meeting adjourned at 8:59 p.m.

The next Board meeting is scheduled for Monday, June 18, 2018, at 6:15 p.m.

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