

**Ignacio Community Library Board of Trustees**  
**Minutes of Regular Meeting**  
March 21, 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. Jaceson Cole arrived at 6:20. Absent: Pearl Casias (excused).

**III. Approval of Agenda**

Philip requested items to be added to agenda: Bayfield Budget Message; Jaceson's Job Opportunity; Expansion of Board to Seven members. Philip moved to accept the agenda with additions. Lovvis seconded. Motion carried.

**IV. Approval of Minutes of February 21, 2018**

Philip moved to approve the 2/21/18 minutes. Lovvis seconded. Approved.

**V. Public Input**

Marcia shared letter from Gabe Cox at Ignacio High School and a patron's comment that Library staff aid with resume helped him get a job.

**VI. Unfinished Business**

**A. Grounds Maintenance**

Marcia hasn't finished job description for bids. Item tabled to next meeting.

**VII. New Business**

**A. Board Letter for Grantors**

Marcia shared a draft of the proposed letter with the Members. Lovvis moved to approve the letter as amended. Jaceson seconded. Motion carried.

**B. COLO Trust**

Marcia met with Michael Varnett on the COLO Trust investment opportunity for nonprofits. Ben Mendenhall (not an investment salesman) is willing to have a telephone conference for informational purposes. In 33 years, COLO Trust has not lost money for investors. This is an opportunity for ICL to diversify. Amounts are liquid with COLO Trust. COLO Trust is also being used by the City of Durango and school districts. The current yield is 1.75% annually. Lovvis and Marcia discussed this opportunity and felt it should be brought before the Board at this meeting. Marcia has also reached out to Betty Speelman (former Board member) to get her opinion, but has not heard back.

Philip did look into COLO Trust's Annual Report. He is not impressed with the Plus Account, and would suggest the Prime Account if the Board makes the decision to go with COLO Trust.

Lovvis reported on which ICL accounts could be used for investments. Philip suggested forming a committee to investigate further investment opportunities.

The Members discussed this topic. Philip moved to take \$200,000 out of the General Savings Account at Wells Fargo and invest it with COLO Trust in a Prime Account. Lovvis would be the primary contact, with Dayna and Marcia as alternates. Motion seconded by Jaceson. Motion carried.

Lovvis moved that the Board approve the necessary paperwork and resolution to be signed by the designated Trustees (Lovvis Downs-Glass and Dayna Talamante-Montoya). Philip seconded. Motion approved.

Marcia will prepare the paperwork.

### **C. Bayfield Budget Message**

Philip shared the Pine River Library's Budget Message that was released to the public. The Members discussed the possibility of releasing a similar document. They stated that the financial goals of ICL's Board appear to differ from Pine River's. However, Philip likes the fact that PRL is up front with their financial information. Lovvis stated that ICL has disclosed its financial information, but perhaps not to the extent done by PRL. Lovvis further noted that ICL has more in reserves than PRL, but is not planning to spend that amount down at this time. Marcia offered to have a rough draft of a budget message for ICL by the next meeting.

### **D. Jaceson Cole's Job Opportunity**

Jaceson has taken a counseling job in Ouray for the next school year. This will cause his departure from the Board sometime this summer. He stated that he is committed to serve as a Member until he moves to Ouray.

## **E. Expansion of Board Size to Seven Members**

With Jaceson's departure, the Board will need a replacement. Philip suggested asking the County Commissioners to approve expansion of the Board from five members to seven. This idea has been brought up before, but has not been successfully implemented. The Members discussed the difficulties of finding people to apply for Board membership and brainstormed ideas for recruitment of new members. Marcia and Dayna will start talking with community members to assess the amount of interest in serving on ICL's Board of Trustees. More discussion of this topic will take place at the next Board meeting.

## **VIII. Director's Report--Marcia Vining**

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

Lovvis inquired about Lucas Gass's payback to ICL. Marcia reported that Lucas is applying for a bank loan to repay the full amount owed.

Philip asked if progress has been made on blessings of the Library by local church denominations. Dayna replied that the local Catholic church is undergoing a priest change. Marcia spoke to Randall Haynes with Ignacio Community Church.

Lovvis asked about the LPEA grant application. Marcia said she and Pat Knight met with the LPEA board on Monday, March 19th, with the Friends of the Library's proposal.

Philip requested information about Unique Management Services. Marcia reported that this organization charges \$8.95 per item for which the Library uses the service to collect lost materials. Dixie is working on a report of missing items. Philip asked if materials are not returned due to the "no fine policy." Marcia doesn't think this is the case.

Lovvis asked how the audit is going. Marcia said she is working on it. Philip noted that the Library may be entitled to all the paperwork done for the audit by the auditing firm. The audit is to be finished by June 30th.

Marcia will be attending the Public Library Directors program in Estes Park in May.

Jaceson inquired about AmeriCorps. Marcia thinks ICL could generate work for 20 hours a week, but not the 40 hours required. The possibility exists that the Library could share an AmeriCorps person with another organization.

## **IX. Treasurer's Report--Lovvis Downs Glass**

Regarding Expenses:

Advertising includes magnets with the Library's hours.

Building Management--Carpet and chairs were cleaned, elevator inspection, light repairs.

Computer Software was updated and the Elevator Service Agreement was paid.

Library Membership--SDA

Professional Services includes the auditors and the recording secretary.

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

## **X. Open Discussion**

Philip asked about Tribal Board photograph in the lobby. It is not current. Marcia will remove it until a new one is received.

Philip suggested a photograph of the Board members be posted in the Library.

Marcia told the Members that they will soon have business cards. She is sending the order to the printer this week.

Philip spoke regarding safety procedures. He suggested that fire extinguishers be placed in the MakerSpace and behind the front desk; the staff should be trained to use them. Procedures should state where to go for emergency exits and safe rooms in the library. Signs should be posted for these places, as well.

Marcia reminded Members that the Idea Lab ribbon cutting is at 5:15 on March 22nd.

## **XI. Adjournment**

Lovvis moved to adjourn. Philip seconded. Meeting adjourned at 8:40 p.m.

The next Board meeting is scheduled for Wednesday, April 25, 2018, at 6:15 p.m.

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