

Ignacio Community Library Board of Trustees
Minutes of Regular Meeting
August 15, 2018

I. Call to Order

Meeting called to order by Dayna Talamante-Montoya at 6:14 p.m.

II. Roll Call

Present: Dayna Talamante-Montoya, Lovvis-Downs-Glass, Philip Meunier, Clark Craig, Lisa Ruybal and Marcia Vining.
Absent, excused: Pearl Casias

New Board Members Clark Craig and Lisa Ruybal introduced themselves and shared their backgrounds with the Board.

III. Approval of Agenda

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

IV. Approval of Minutes of June 2018

Note: There was no July Board meeting.

Philip moved to approve the June minutes. Dayna seconded. Approved.

V. Public Input--None

VI. Unfinished Business

A. Budget Message

Marcia reported that the changes previously discussed have been made. Philip moved to table until next year and have ready in December when the new budget is released. Marcia asked if there was a reason the budget message couldn't be posted on the website right away. There was no second to this motion.

Lovvis moved to approve the budget message with the edits and publish it on the website. Clark seconded. Discussion by Members. Philip is concerned about the budget message statements that there would be no change in the Library hours and using reserves to cover costs. Dayna suggested continuing this conversation at the next meeting. Clark noted that the budget message appears to be accurate for 2018. The motion carried with a vote of 4-1.

Lovvis had the Members look at this year's budget and pointed out that the Library's

hours probably won't need to be changed in the near future. Philip expressed concern that the Board seems to address budget crises at the last minute, instead of planning ahead. Dayna stated that the Board can take a look now at program audits and other figures in order to better plan and be proactive. Marcia noted that taking a look at tax revenues and how they trend will also help with planning.

B. Lucas Gass Repayment

Marcia reported that Lucas has repaid \$6,000 and still has \$2,000 left to pay. The Members expressed concerns about when the remaining amount would be paid. Marcia believes Lucas will repay it, but has received no definite information about when that will occur. Dayna suggested Marcia draft an e-mail saying the Board has discussed the possibility of taking legal action. Clark described a process of notification by registered letter with specific details for repayment, and suggested this process be followed. Members agreed the balance should be paid by the next Board meeting, as the deadline previously given to Lucas by the Board has passed. Lovvis moved that Marcia go to the county courthouse to file a small claim against Lucas Gass for payment of the tuition reimbursement balance, plus any legal fees incurred. Lisa seconded. Motion carried, with Clark abstaining.

VII. New Business

A. New Member Introductions

See above, under Roll Call.

B. Policy Approval

E-Reader Policy: Members discussed corrections. Philip inquired about how much ICL is willing to spend with a collection agency to recover unreturned equipment. Clark and Lisa stated that any contract with patrons is better than no contract. Lovvis moved to approve the policy after it is edited for the changes discussed. Clark seconded. Motion carried.

Art Exhibit Policy (Seasonal Art Exhibitions): Marcia stated the possibility of displaying prices on the pieces. Lisa suggested posting a sign that has patrons ask a staff member if they are interested in buying pieces. The question came up about Friends needing a vendor license from the town of Ignacio. Marcia will check on this, and noted that Cheyenne has been acting as Art Coordinator for ICL. Lovvis suggested that the Library give information to interested patrons to directly connect them to the artists. Members discussed re-wording the policy, designating the person responsible for choosing the art. Clark asked if it possible to have artists indemnify their pieces and show proof of insurance. Clark moved to table the Art Exhibit Policy until the next Board meeting.

Lovvis seconded. The motion carried. Marcia will work on the policy wording and the artist exhibition form, and check on the Ignacio vendor license information.

VIII. Director's Report--Marcia Vining

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

The first Sunday in November is the date scheduled for the Mystery Dinner.

New York Life Annuity: Philip asked if the check goes to the annuitant or the beneficiary. Marcia replied that the beneficiary (ICL) is the recipient.

Programming: Philip inquired if grant programs are recorded in the budget. Lovvis replied that ledger sheets are kept for each grant. Currently, there are two grants being received by the Library.

Technology: Marcia shared with the Board the option of joining AspenCat with CliC. Philip asked if KOHA would replace Insignia. Marcia answered in the affirmative.

Philip asked if there is a record of items that are sent by courier. Dayna said ICL has no late fee, but may need to charge a late fee for items from other libraries. Marcia said that the patrons make requests directly online, with no staff involvement. Philip asked about costs. Marcia said that AspenCat will cost \$400 more, plus \$.08 per item, to make the switch from Insignia. Marcia said the switch would not happen until August of next year. One advantage is that many more items will be available to patrons, and ICL would not have to buy so many new books for the Library's collection. Clark asked about the lead time for setting up the new system. Marcia isn't sure, but thinks the switch won't take long, as not many changes need to be made. Dayna asked about training. Marcia responded that very little would be needed. Marcia will talk with other directors and find out their experiences. Philip asked if this service would increase labor demands. Marcia doesn't foresee this as a problem, but she is still doing the research. Dayna asked if a month is enough time to do this research. Marcia stated that the vital piece would be the grant time limit on migration costs.

Exemption from official annual audit: Philip asked what Marcia found out on a possible exemption from a certified annual audit. Lovvis replied that ICL only need to be less than \$750,000 on revenues and expenses to be eligible to request exemption from a certified audit.

IX. Treasurer's Report

Reports for June-July, 2018

P & L: Clark asked about the Reconciliation Discrepancy of \$500. Marcia will find out and let the Members know.

Philip asked about Legal Fees--Marcia will check on this, as well.

July Expense Report: Clark asked about Grants. Marcia stated that is only this year's grant revenue.

Refunds: \$4,000 is the payment from Lucas Gass. Lovvis stated this amount must be moved under Miscellaneous-Repayment, as it is a reimbursement.

Per Marcia, the e-Rate refund will show up in the August report.

Balance Sheet: \$284,000 is left in General Checking.

Marcia requested more money be put into ColoTrust. Clark asked that Marcia report at the next meeting on advantages for approval of this request. Members discussed the performance of ColoTrust. Marcia offered to request Ben Mendenhall to have a phone conference with the Board to give more information on ColoTrust. Dayna suggested giving ColoTrust more time, as ICL has only been working with them since May. Lovvis and Philip agreed. Clark suggested waiting six months and revisiting this topic.

Transactions: Philip asked about J&T. Marcia replied that item is for cleaning supplies, etc.

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

X. Open Discussion

No items were discussed.

XI. Adjournment

Clark moved to adjourn. Philip seconded. Meeting adjourned at 8:43 p.m.

(Please note: This meeting was not voice recorded.)

The next Board meeting is scheduled for Wednesday, September 19, 2018, at 6:15 p.m.

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