

**Ignacio Community Library Board of Trustees**  
**Minutes of Regular Meeting**  
June 18, 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, Pearl Casias, Philip Meunier and Marcia Vining.

Absent, excused: Lovvis Downs-Glass

Resigned, due to relocation outside of ICL District: Jaceson Cole

**III. Approval of Agenda**

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

**IV. Approval of Minutes of May 2018**

Philip moved to approve the May minutes. Pearl seconded. Approved.

**V. Public Input--None**

**VI. Unfinished Business**

**A. Budget Message**

Philip suggested some reorganization of the draft. Pearl moved to table item to next meeting. Dayna seconded. Approved.

**VII. New Business**

**A. Signers on Bank Accounts**

Lovvis is the only signer currently listed for the ICL District bank accounts. Marcia explained why the Library needs the protection of two signers to move funds from accounts. The Members discussed solutions. Philip moved to have three authorized signatories, with two required to move funds. The signatories would be Dayna Talamante-Montoya, Lovvis Downs-Glass and Marcia Vining. Pearl seconded. The motion carried. Marcia will check on whether this should be stated by a resolution rather than a motion to be valid. If so, she will draft the resolution.

## **B. Board Secretary Vacancy**

Due to Jaceson Cole's resignation, the Board Secretary position is vacant. Philip nominated Pearl Casias to serve as Secretary for the time being. Dayna seconded. Motion carried.

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

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

Marcia informed the Board that Lucas Gass paid \$4,000 toward his tuition reimbursement repayment this week. The Members discussed their wishes that payments be received on a more regular basis. Marcia has asked Lucas to put in writing his intentions to repay the balance owed to the Library. The unpaid balance is approximately \$4,000. Marcia will contact Lucas again in the next few days. Members discussed methods of promoting Lucas's repayments to be made in a more consistent pattern. Pearl moved to give Lucas Gass two months to complete his total repayment. Philip seconded. Motion carried.

Philip asked Marcia if an ICL Marketing Plan exists. Marcia replied that marketing involves two parts. One part is branding, a style guide for everything the Library publishes. The other part is where the Library advertises what it is doing--contacts like radio stations, newspapers and local calendars. Philip asked if the Library is doing a marketing analysis, and if it is making use of social media. Marcia stated that Cheyenne is developing a survey to determine how people are learning about the Library and its events. Philip noted that the ICL Newsletter and the signboards in the building often are in need of updating, and that the Newsletter should be e-mailed, at least two Board members haven't been receiving them. Also, Philip requested that Board and Friends of the Library meeting dates be posted on the website calendar. Marcia responded that gaps in staffing have caused some of these problems and these issues are being addressed.

Philip asked how much money was made at the ICL Community Chuckwagon Dinner. Marcia answered that approximately \$700 was received from the event.

Dayna suggested using SnapChat for promoting the Library. Marcia replied that SnapChat and Instagram are possibilities for communicating information, but they would involve the Library having a dedicated cell phone. Marcia is investigating this possibility.

Philip inquired about Marcia's scholarship for attendance at the Colorado Public Library Directors' Retreat in Estes Park. Marcia responded that the scholarship paid for her mileage to/from the event as well as for lodging.

Philip asked about the \$3,400 extra fees incurred by this year's audit. Marcia has tried to speak with Sydney Zink at Fredrick Zink and Associates, but has received no response. Marcia pointed out that the agreement letter with the auditors stated the auditors would

notify the Library if there would be a significant change in fees, but the Library received no such notification. The original estimate was \$8,900, but ICL was billed for \$3,400 above that amount.

In response to an inquiry from Dayna, Marcia responded that she has verified with the State Library that under \$750,000, an audit report is not required by the State. Dayna mentioned that perhaps ICL could have an audit performed on specified years instead of annually. Marcia will check with other library directors for some information on how their districts address this issue.

## **IX. Treasurer's Report**

Philip asked about "Other" under Books, DVD's, Audio/Other. Marcia explained "Other" could include a variety of things, such as databases, periodicals.

Balance Sheet:

New York Life & Annuity: Dayna asked if there is a signer. Marcia said that Betty Speelman was the signer, with the beneficiary being the Library District. Philip inquired about what happens when the policy matures. Marcia will check on these questions. Philip asked Marcia to also check on annuitants and beneficiaries on this account.

Under Profit & Loss: Paper is bought in bulk.

Abatement: A check was received from the County for \$.06.

Penalty: Marcia will check on this item.

Expense Report:

Equipment is up 277%. Marcia explained that two tables had to be replaced. Smart Spaces approved replacement of eight tables. Philip pointed out a rubber mallet needs to be used to help set up some of the old tables. Marcia says the Library has a rubber mallet, if one is needed.

Marcia noted that the Nonfiction and Young Adult Fiction areas need more shelf space. She has been discussing with the staff some ideas for reconfiguring some of the shelving. ICL has all the shelves it needs, but would need tops, sides and bases to be purchased. In response to Philip's question about where the money would come from for these purchases, Marcia said some adjustments could be made to the budget. Ron is working on costs. Marcia estimates they would be about \$7,500.

Philip expressed a concern about falling back to Reserves too often. The Board requested that Marcia make a prioritized list of the Library's needs. This is an Action Item.

The Members discussed some changes that might be made, such as revisiting the hours the Library is open.

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

## **X. Open Discussion**

Marcia read the cost estimate stated in the letter from Fredrick Zink and Associates for this year's audit. The estimate was \$8,900. A new fee estimate for extra charges was not discussed with the Library as stated would be done in the original estimate letter.

Next month's Board meeting: It was proposed to skip July's Board meeting, as new Board members have not been chosen. Also, skipping next month's meeting would give Philip and Marcia time to review ICL Policies. Philip moved to skip the July Board meeting and stick to the regular schedule for the meeting in August. Pearl seconded. Approved.

In response to a question from Philip, Pearl stated her intention to remain as a Board member.

A question came up about whether new Board members should be loaned laptops like those used by the current members. Marcia suggested some ICL laptops may be repurposed, or information could be e-mailed to the Members.

## **XI. Adjournment**

Philip moved to adjourn. Pearl seconded. Meeting adjourned at 7:50 p.m.

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

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