

**Ignacio Community Library Board of Trustees**  
**Minutes of Regular Meeting**  
September 19, 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, Philip Meunier, Clark Craig and Marcia Vining.

Absent, excused: Lovvis Down-Glass and Lisa Ruybal

Absent: Pearl Casias

Guests: Pat Knight, President, and Jan Saunders, Vice President, of Friends of the Library.

**III. Approval of Agenda**

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

**IV. Approval of Minutes of August 2018**

Clark moved to approve the August minutes. Philip seconded. Approved.

**V. Public Input**

Pat Knight and Jan Saunders of Friends of the Library are present because they are interested in the Board's budget discussion and how ICL plans to move forward with personnel, hours and programs.

**VI. Unfinished Business**

**A. Art Exhibit Policy**

The Art Exhibit Policy will be reexamined at the next Board meeting.

**VII. New Business**

**A. Budget Discussion**

Board Members will be looking at these items: Reserves, Hours, Staffing, Insurance Payments and Building Maintenance/Cleaning

Marcia explained differences from prior years: The four items that were combined into

two line items are as follows: Library and Office supplies were combine to be Library/office Supplies and Computer Library Software and Computer Software were combined into Computer Software.

Philip began reading through proposed budget line items:

Ending Fund Balance: Philip explained to Clark that money is taken from Reserves early in the year until money is received from tax revenues.

Building Maintenance and Cleaning: Marcia would like to get rid of VIP Cleaning services and have Virginia Herrera take over the cleaning. Marcia feels VIP is not doing a great job for what they've been charging the Library.

Equipment Budget: Philip asked why this item has tripled. Marcia stated that the device for computer security needs to be replaced at a cost of \$7,000.

Equipment Maintenance: Philip inquired why the amount budgeted is not the same as in the past. Marcia responded that most of the large items have been covered for now.

Library Programs: Philip noted that the Programs budget has been cut by 25%. Marcia stated that other libraries in the area are providing free programs. Ballantine has given \$3,600 for specific programs. ICL has also received \$5,200 for other programs. The goal is to do programs with less money. One way is to charge a materials fee for some classes and offer scholarships for some attendees.

Pat Knight (guest) believes most people taking art classes have enough money for their supplies. She says she would teach the art classes whether she is paid or not, and thinks the writing teacher would do the same. Marcia noted that Pat spends about eight hours per week on the art program, and that the amount of time that Pat donates is not insignificant. In regard to the writing program, Marcia stated that Bert has been out a lot due to personal issues, but that she and the staff have discussed ways to keep the Writing Group going.

Professional Services: Clark asked about this item. Marcia replied that she proceeded on the budget with the assumption that the professional annual audit would be dropped.

Jan Saunders (guest) inquired about Sunday hours and the possibility of limiting Sunday hours, relegating those extra hours to other days of the week. Marcia stated that current staff hours have been adjusted for Sundays.

Dayna noted that the Board is tasked with making certain that the Library serves the community. Clark observed that Sundays appear to have high patron use. Philip thinks the Library should not be open before church services end on Sundays.

Reserves: Marcia feels that the purpose and uses of Reserves need to be more clearly defined. She noted that the Library is a non-profit organization and Reserves should be

used with that in mind.

Jan Saunders (guest) suggested a Financial Policy should be written.

Board members discussed the proposed Budget Carryforward or Shortfall.

The Board announced the intent to convene an executive session. The guests left at 7:11 p.m.

Philip commented that Pine River Library ended up using all their Reserves and doesn't want ICL be in the same position. Clark noted the Library is still net ahead for the last three years. He agrees that the Board needs to decide the purpose for which Reserves would be used. He stated that ICL seems to be fiscally responsible thus far.

Philip moved to go into executive session to discuss personnel and salary matters, pursuant to Section 24-6-402(4)(f), C.R.S. Clark seconded. Motion carried.

The Board went into executive session at 7:35 p.m. (Recording secretary left the room.)

Philip left the meeting at 8:00.

Executive session ended at 8:17 p.m. Regular Board meeting resumed.

## **VIII. Adjournment**

Clark moved to close the meeting due to Philip Meunier's resignation and departure, leading to a lack of quorum for meeting continuation. Dayna seconded.

Meeting adjourned at 8:20 p.m.

(Note: The remainder of the September 19, 2018 meeting agenda was not discussed due to the early adjournment.)

The next ICL Library Board meeting date is to be determined and announced appropriately.

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