

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

I. Call to Order

Meeting called to order by Dayna Talamante-Montoya at 6:17 p.m.

II. Roll Call

Present: Dayna Talamante-Montoya, Lovvis Downs-Glass, Clark Craig and Marcia Vining.

Absent (excused): Pearl Casias, Lisa Ruybal

III. Approval of Agenda

Clark moved to add December Staff Meeting to the agenda as New Business, Item D; Lovvis seconded. Approved.

IV. Approval of October 2018 Minutes

Clark moved to approve the October minutes. Lovvis seconded. Approved.

V. Public Input--None

VI. Unfinished Business

A. Public Budget Hearing

The Public Budget Hearing was to be part of today's meeting. Marcia stated that the hearing was posted per requirements. [The Public Hearing was opened.](#) There are no public members present for the Budget Hearing and no public comments have been made to Board Members. The Public Budget Hearing is therefore closed.

B. Officer Vacancy

Lovvis nominated Clark Craig for the position of Vice President of the Board. Dayna seconded. The motion carried. Clark Craig is elected Vice President of the Board of Trustees.

VII. New Business

A. December Board Meeting

The 2019 Budget must be submitted to La Plata County by December 15th. Therefore, the Board set the next monthly meeting for Tuesday, December 11, 2018, at 6:15 p.m.

B. Staff Bonuses

The Members discussed options. Lovvis moved to give staff bonuses as follows: Employees with less than one year of service, \$75; 1-5 years of service, \$125; and those with 5+ years of service, \$150. These bonuses will be given in the form of Visa gift cards. Clark seconded. The motion carried.

C. Patron Code of Conduct

The Members discussed changes and additions to Marcia's draft. In regard to Service Animals, Marcia will find out the appropriate language to use when determining whether an animal, in fact, has that designation. Clark moved that Marcia make the adjustments discussed and re-present the Patron Code at the next Board meeting. Lovvis seconded. Motion carried.

D. December Staff Meeting

There are several new staff members. Marcia proposes that the Library be closed on December 14 in order for a morning staff meeting, then lunch and a team-building exercise at the Conundrum Escape Room in Durango. The Board gave permission for the cost of the Durango activities to be no more than \$500, and for the Library to be closed on December 14, 2018.

VIII. Director's Report--Marcia Vining

The Director's Report is on the Members' laptops.

Lovvis commented that the Murder Mystery Dinner event was a lot of fun. Marcia said about 25 people participated this year.

Family Reading Circles have had a really good community response. Pre-surveys of participants have yielded interesting results. For example, some parents responded that they felt they had no skills to read to their children, but that the circles have increased their confidence.

The Summer Reading Program will be space focused. The Sky Lab has been reserved for Library use to coincide with the program. Dayna noted that Space Camp is June 3-8, so it may be possible to have a speaker from that come to the Library, or even have Space

Camp participants share their experiences with the Summer Reading group.

Marcia informed the Board that a Stuffed Animal Sleepover has been planned.

Progress is being made on Marcia's shade structure research.

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

Balance Sheet: Clark noted some TBK items are the same numbers as last month. Lovvis responded that if interest hasn't been posted to the accounts, the amounts will be the same. Also noted was the fact that this meeting is a few days earlier than normally scheduled, so the bank statement may not have been posted.

Clark predicts that by the end of the year, at the current expenditures rate, the Library will be about \$15,000 over the budget [without including the net reserves from the budget line.](#) Therefore, he thinks the Board and Marcia have done well with finances.

Website line item: Marcia noted it should not be 306% over budget, as a refund was received. She will talk with Selina.

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

X. Open Discussion

Lovvis asked if anyone has talked to Renee Morgan. Dayna and Marcia have seen her.

XI. Adjournment

Clark moved to adjourn; Lovvis seconded. Motion carried. The meeting adjourned at 7:38 p.m.

The next ICL Library Board meeting will be held Tuesday, December 11, at 6:15 p.m.

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