

Ignacio Community Library Board of Trustees
Minutes of Regular Meeting
March 20, 2019

I. Call to Order

Meeting called to order by Clark Craig at 6:22 p.m.

II. Roll Call

Present: Lovvis Downs-Glass, Clark Craig, Jennifer Basa, JoAnn Sloan and Marcia Vining.

Absent (excused): Dayna Talamante-Montoya, Pearl Casias

III. Approval of Agenda

Clark requested an amendment to the agenda: To scratch Item VII. New Business, A. Payroll Worksheet Review, and move it to the next meeting's agenda for Executive Session. Lovvis moved to amend the agenda as requested. Jennifer seconded. Motion carried.

IV. Approval of February 2019 Minutes

Lovvis moved to approve the February minutes, as amended. Jennifer seconded. Approved.

V. Public Input--None

VI. Unfinished Business

A. Bank Information for Review

Marcia got interest figures for PDPA savings accounts from First Southwest Bank .35%, and Alpine Bank .85%. COLO Trust has averaged 2.24%. Clark asked if some of the TBK funds could be moved to COLO Trust. Lovvis is amenable to moving the current balance of approximately \$175,000 from the TBK Building Fund and the balance of the other TBK account to COLO Trust or another place that offers higher interest.

Marcia will check to see if COLO Trust will allow two accounts. If so, Lovvis moved to take the two TBK accounts and move them to a new COLO Trust account, with the amount of \$175,000 for a Building Fund; the remainder would be added to the existing COLO Trust account. Jennifer seconded. Members discussed the motion. Motion carried.

B. USDA Grant

Marcia has done the initial work on the grant application. USDA wants legal certification for proof ICL qualifies for the Community Facilities Grant. She presented the Board with a draft of RESOLUTION NO. 2019-02, A RESOLUTION AUTHORIZING APPLICATION FOR A USDA COMMUNITY FACILITIES GRANT.

After discussion, Lovvis moved to accept RESOLUTION NO. 2019-02 as presented. Jennifer seconded. Motion carried.

C. Resolution for Meeting Posting

Marcia checked with Crystal Schimpf at the Colorado State Library on whether a resolution is needed for this matter. Since the meeting posting list is in the ICL By-Laws, it is not necessary to adopt a resolution for meeting postings.

D. Resolution for Employee Benefits Insurance Review

Marcia also asked Crystal about this item. If no substantial changes are made to the annual Budget, resolutions are not needed.

VII. New Business

A. Payroll Worksheet Review

This item moved to April's meeting, per amendment under Section III of this agenda.

B. Audit Exemption Request

Marcia checked into some numbers with Selina on whether they match the Budget. Marcia clarified amounts for the Members. The Audit Exemption Request must be postmarked before March 30, 2019. Marcia presented a draft of RESOLUTION NO. 2019-01, A RESOLUTION FOR EXEMPTION FROM AUDIT FOR FISCAL YEAR 2018 FOR IGNACIO COMMUNITY LIBRARY DISTRICT, STATE OF COLORADO.

Lovvis moved to accept the audit as prepared by Michael Branch. Jennifer seconded. Approved.

Lovvis moved to accept RESOLUTION FOR EXEMPTION FROM AUDIT NO. 2019-01. Seconded by Jennifer. Motion carried.

C. Staff Raises

Marcia reported on how the Staff Raises process has been completed in the past. The Members discussed this item. Lovvis stated that, if the range is set by the Budget, she doesn't feel the Director would need to have raises approved by the Board if the salary increases fall within the set ranges. Clark would like to take a look at the Payroll spreadsheet more closely. Marcia agreed with this idea to be sure there are no discrepancies or errors.

At this point in the meeting, Lovvis discovered a discrepancy in the audit prepared by Michael Branch (referred to in Section VII. B. of this agenda). Clarification is needed on p. 9, Item #8-2, the Amount Budgeted in 2018. Also, clarification is needed on p. 6, Item #3-1, Actual Expenditures. Lovvis moved to amend the Motion to accept the audit presented by Michael Branch as unaccepted until these clarifications are received. Jennifer seconded. Motion to amend acceptance of Michael Branch's audit carried. Therefore, under VII. B. of this agenda, the Audit is not accepted as presented.

VIII. Director's Report--Marcia Vining

The Director's Report has been sent to the Members' laptops.
The Members had no questions or comments on the Director's Report.

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

Clark had a question on Altitude Backflow Service, which is on the Expense Report under Equipment Maintenance, and should be moved to Building Maintenance.

Clark moved to accept the Treasurer's Report. Jennifer seconded. Approved with Clark's thanks to Lovvis for her work on the report.

X. Open Discussion

The Members stated that they missed Pearl's presence at this meeting.

Clark brought up the possibility of having an automobile charging station at the Library. Members discussed the idea. There may be grants available. Marcia will check into this and possible costs to the ICL Library District.

XI. Adjournment

Jennifer moved to adjourn; Lovvis seconded. Motion carried. The meeting adjourned at 8:21 p.m.

The next ICL Library Board meeting will be held Wednesday, April 17, 2019, at 6:15

p.m.

Claudia Foley submits the minutes to the Board of Trustees for approval. (As amended 5/15/19)