

**Ignacio Community Library Board of Trustees**  
**Minutes of Regular Meeting**  
July 24, 2019

**I. Call to Order**

Meeting called to order by Dayna Talamante-Montoya at 6:25 p.m.

**II. Roll Call**

Present: Dayna Talamante-Montoya, Lovvis Downs-Glass, JoAnn Sloan, Jennifer Basa and Marcia Vining.

Absent (excused): Clark Craig and Pearl Casias.

**III. Approval of Agenda**

JoAnn moved to approve the agenda as written. Jennifer seconded. Motion carried.

**IV. Approval of May 2019 Minutes**

(Note: There was no June meeting)

Lovvis moved to approve the May minutes. JoAnn seconded. Approved.

**V. Public Input--None**

**VI. Unfinished Business--None**

**VII. New Business**

**A. USDA Grant Update**

Marcia reported that ICL received \$3,000 more than anticipated from the USDA grant. Marcia is applying for a El Pomar grant under General Operating, as El Pomar said it is OK to use grant money for a shade structure under that category.

JITA in Durango only gave Marcia a fee schedule and will not do a design without a contract.

ABC Canvas in Farmington gave a bid for both a sign and a shade structure. The options for the shade structure are shade sails or a retractable awning. Marcia would like a committee, including at least one Board member along with Marcia and Dixie, for this project. The costs for both types of shade structure are almost identical. The support posts would be out by the benches.

The Members discussed the following issues related to shade structures: Possible

vandalism, questions regarding upkeep, cleaning, maintenance, life expectancy. Marcia will discuss these topics with Cody at ABC Canvas. She will also ask for swatches of materials for the shade structure.

The amount of the El Pomar grant will determine whether ICL will also purchase an electronic sign. Marcia said the sign estimate would be \$20,000. The Members discussed the possibility of having a sign. One concern was avoidance of the sign being a traffic distraction. A suggestion was made for other town entities to advertise their events on the sign for a subscription fee, which would help offset signage costs. Dayna said this could possibly cause problems with such things as “equal time.” Lovvis suggested the possibility of setting up a fee structure for such notices. Dayna said the shade and sign committee could discuss a possible fee structure and other matters regarding signage (i.e., brightness, length of messages, etc.)

Lovvis noted ICL has the Building Fund account, which could help pay for the shade structure and sign.

Dayna suggested certain dates be proposed for committee meetings for planning purposes.

Lovvis moved to allow Marcia to proceed with getting more information on a shade structure and electronic sign. Jennifer seconded. Approved.

## **B. Bylaws Quorum Review**

Marcia spoke with Crystal Schimpf at the State Library, who pointed out that the Colorado Revised Statutes have several clauses that quorums should be a simple majority of the number of members who make up a library’s board. The Members discussed this issue. Dayna stated that the ICL Bylaws be reworded so as not to define a specific number of members to make up a quorum. Lovvis moved to reword the ICL Bylaws to read: “The ICL Board quorum will consist of a simple majority of the sitting Trustees.” Jennifer seconded. Motion carried.

## **C. Executive Session: Director’s Evaluation Personnel Matter as per CRS 24-6-402(4)(f)**

Lovvis moved to go into Executive Session for Payroll Review pursuant to CRS 24-6-402(4)(f). JoAnn seconded. Motion carried. Marcia and Claudia (recording secretary) left the room. Executive session began at 7:30 p.m.

Executive Session ended at 8:09 p.m. Regular Board meeting resumed at 8:12 p.m.

Dayna informed Marcia Vining the results of the Board’s evaluation of her performance as above average, resulting in recommendation of a 4% salary increase, retroactive to

June 1, 2019.

Lovvis moved that Marcia Vining's salary be increased by 4%, to \$63,700/year, effective June 1, 2019. Jennifer seconded. Motion carried.

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

The Director's Report has been sent to the Members' laptops.

Marcia noted that Andrew has been out three weeks due to his mother's death. He should be back at work on Monday.

Ron has been out due to an extended illness, so staffing has been short in the Library.

JoAnn asked about AspenCat effects on patrons. Marcia replied that approximately 25-30 items a week are coming in from other libraries, now that they can be requested by patrons online. Marcia added that 1,290,000 items are now available to ICL patrons. The weekly courier days are Monday, Wednesday and Thursday.

Dayna inquired about the cost of the plumbing blockage. Marcia answered that it was not substantial and noted that the water pressure in the building has also improved.

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

July Expense Report: Marcia reported that Selina made an error on the Employee Healthcare Insurance line item. It has been showing up as a double entry and will be corrected. Lovvis requested that Selina send her an updated financial statement.

Marcia noted that IT Services is high because of some repairs.

Marcia also reported that the COLOTrust Building Fund line item is not accurate, because it does not reflect changes made in May.

JoAnn asked about Library Loan Courier fees. Marcia explained the contract with CLIC is for three times each week, at \$880/year. Marcia suggested that more money might be budgeted for this item next year.

July Transaction Report: Marcia explained the David Lieberman item should read Legal Consult. Also, the description for Ballantine Communications should be ELHI-Kitchen Charges.

JoAnn moved to accept the Treasurer's Report as presented. Jennifer seconded. Approved.

## **X. Open Discussion**

Dayna hopes everyone received the newsletter from Crystal Schimpf regarding personal emails for Library business. This could cause legal problems if not handled properly. Dayna asked Marcia to check on this and add this topic to the next meeting's agenda.

Marcia asked about canceling the August Board meeting, so she and Lovvis can work on the budget. The Board agreed that the next Board meeting will be the third Wednesday in September.

## **XI. Adjournment**

Lovvis moved to adjourn; Jennifer seconded. Motion carried. Meeting adjourned at 8:42 p.m.

The next ICL Library Board meeting will be held Wednesday, September 18, 2019, at 6:15 p.m.

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