

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

**I. Call to Order**

Meeting called to order by Clark Craig at 6:18 p.m.

**II. Roll Call**

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

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

**III. Approval of Agenda**

JoAnn moved to approve the agenda; Jennifer seconded. Motion carried.

**IV. Approval of Minutes**

(Note: There was no October regular Board meeting)

JoAnn moved to approve the September minutes. Jennifer seconded. Approved.

**V. Public Input--None**

**VI. Unfinished Business**

**A. Public Budget Hearing**

No public input at this meeting. Public Hearing declared closed by Clark. Marcia noted that \$30,000 grant money (\$15,000 each from USDA and El Pomar) can be legally rolled to next year's budget. ICL should hear soon from El Pomar on \$15,000 grant. Marcia put the Capital Improvement of \$15,000 back into the Budget. Regarding Equipment: A new fire wall is needed, so Marcia raised that budget item to \$4,000. Marcia noted on Utilities that the electric bill has gone down. Clark commented that Ignacio water rates will increase in 2020. Members also had a brief discussion about Oil & Gas Revenue challenges.

**VII. New Business**

**A. December Meeting**

Marcia will call Dayna to see what date in December works best for a special Board meeting. It must be held before December 15 in order to pass 2020 Budget Resolutions prior to the deadline. Members discussed possible workable dates for the meeting; date to

be determined.

## **B. Staff Bonuses**

Payroll spreadsheet is on Members' laptops. Marcia reported that the Staff couldn't agree on time for a holiday party. Instead, she suggested a larger get-together on January 16, 6:00-7:30 p.m. for Staff, Board Members, Friends, etc. For the holiday, Marcia thinks a breakfast or lunch out with Staff near Christmas will work. The Board gave permission for Marcia to spend money not to exceed \$500 for the holiday breakfast or lunch.

Members discussed holiday staff bonuses. Lovvis moved to give staff with less than one year of service a bonus not to exceed \$75; staff with 1-5 years of service a bonus not to exceed \$125; and staff with 5+ years of service a bonus not to exceed \$150. Bonuses to be given as Visa gift cards. Jennifer seconded. Motion carried. The Board instructed Marcia, at her discretion, to determine the bonus amount given to each staff member within the limits stated above.

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

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

Colorado Humanities and Mother Read offered up to \$1,000 for supplemental books, so Marcia has signed up for that offer.

Marcia checked on, and has done paperwork for, nonprofit tax status for New Mexico for the upcoming shade structure/sign purchase.

Family Reading Circles ended last night. ICL may not use the Mother Read curriculum in the future. The Library has found success with developing their own curriculum, so may write their own and not ask for Mother Read funding next year.

Mechanical kits have been popular check-out items.

The Friends have submitted grant applications for LPEA Educational and LPEA Round Up grants of \$5,000 each.

The sign company representatives came, and will work up a design for the sign and protective cover for the screen. Marcia reported that it may be another two weeks for the designs on the shade structure and sign. The Board has not yet reached a decision on the sign, so that discussion needs to take place at another meeting. In response to a question from Lovvis, Marcia responded that the shade sails will be seasonally stored in a room at the Library or at the Friends' storage unit.

Marcia also discussed some landscaping issues with the Board.

Clark noted that the Green Chili Festival was a great event and had a large turnout.

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

Expense Report: Marcia updated some items--

GRT Grant: ICL has received the full amount.

Library Program Expenditures: Some items are different than currently seen on the report. Marcia will meet with Selina to get everything up to date and posted correctly.

Library is at 102% on Revenues

Balance Sheet:

General Checking   \$246,000

General Savings    \$300,000

Lovvis suggested moving \$200,000 out of General Savings to the COLO Trust account. JoAnn moved to move \$200,000 out of Wells Fargo Savings to COLO Trust. Jennifer seconded. Motion carried.

TBK has a balance of \$1.91. Marcia will transfer the TBK balance to COLO Trust through COLO Trust.

Clark has a request for the Balance Sheet. He would like more current information on Wells Fargo and COLO Trust accounts. Marcia will see to that.

Members discussed COLO Trust gains versus interest on the Wells Fargo Savings Account. With easy accessibility to COLO Trust funds, it seems best to close the Savings Account.

JoAnn moved to amend her previous motion, now to move the entire amount of the Wells Fargo Savings account to COLO Trust. Jennifer seconded. Motion approved.

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

## **X. Open Discussion**

The Murder Mystery Dinner had 37 participants. Lovvis said that there were children present and some of the material was very adult oriented. Marcia responded that the Library will attempt to emphasize the event as adults-only more clearly in the future.

December 10th is the Teddy Bear Lock-in for this year.

## **XI. Adjournment**

Lovvis moved to adjourn; Jennifer seconded. Motion carried. Meeting adjourned at 7:32 p.m.

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

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