

Ignacio Community Library Board of Trustees
Minutes of Regular Meeting
September 18, 2019

I. Call to Order

Meeting called to order by Dayna Talamante-Montoya at 6:23 p.m.

II. Roll Call

Present: Dayna Talamante-Montoya, Lovvis Downs-Glass, Clark Craig, JoAnn Sloan and Marcia Vining.
Absent (excused): Jennifer Basa Absent: Pearl Casias.

III. Approval of Agenda

Clark moved to approve the agenda, with date correction and addition of two sets of minutes to be approved. JoAnn seconded. Motion carried.

IV. Approval of Minutes

(Note: There was no August regular Board meeting)

July Board Meeting: Lovvis moved to approve the July minutes. JoAnn seconded. Approved.

August Special Board Meeting: Clark moved to accept the minutes as corrected. JoAnn seconded. Motion carried.

V. Public Input--None

Marcia shared a thank you note to the Board from staff member Ron Schermacher.

VI. Unfinished Business

A. Shade Structure Update

Clark and Marcia updated the Members on the shade structure information. The feeling is that it will be best to go with a permanent shade structure from ABC Canvas if the Board chooses to go ahead with the project. This is somewhat dependent upon receipt of grant money, so a final decision is pending.

B. E-mail/Privacy

Marcia clarified what the legal policy actually is on use of e-mail for library business. Private e-mail that pertains to the Library would be the only e-mail that could be legally

examined for infractions.

VII. New Business

A. 2020 Budget

Marcia has loaded a draft of the proposed 2020 Budget on the Members' laptops. Clark feels confident that the Library should be all right financially for the foreseeable future. Marcia reported that Programs is budgeted for less money in 2020. This is because some grants are very specific to how related programs are run.

After taking a look at the Treasurer's Report, Members continued their discussion of the proposed budget.

Discussion of Shade Structure: It would cost approximately \$40,000. It is hoped that the El Pomar grant would pay $\frac{1}{3}$ of the cost. A sign would cost about \$20,000.

Books, DVDs, Audio--Marcia thinks \$35,000 is a good amount to budget.

The Member made adjustments to line items of the proposed budget for 2020.

VIII. Director's Report--Marcia Vining

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

Clark noted that the Governor's visit to the Library brought in a lot of people from around the region.

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

Lovvis reported that the checking account currently has a balance of \$615,000.

Clark noted that the Expense Report is tracking pretty straight, that Salaries are tracking great, and that the high amounts seem to be one-time hits.

Marcia stated that the USDA grant is paid as the Library spends the money. El Pomar will not decide whether to give ICL grant money until December. The Ballantine grant is in progress. E-rate money has finally come in.

Clark asked Marcia about the constants that are on the 2019 Budget for the remainder of the year. Books, DVDs, Audio are constant for this year. Utility Bills may go down or stabilize next year.

Marcia noted that staff computers need replacement, which should cost about \$6,500.

The Courier Service may need to be increased for 2020, but most likely for 2021.

Clark moved to accept the Treasurer's Report as presented. Dayna 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

Marcia requested Library closings on the Friday after Thanksgiving and the previous ½ days on Christmas and New Year's Eves. The Board consensus was that these closings are acceptable.

Marcia would like to have an Appreciation party for Friends, Staff and Board members. Clark suggested combining that sort of event with another occasion, such as an artist visit.

JoAnn moved to adjourn; Lovvis seconded. Motion carried. Meeting adjourned at 8:20 p.m.

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

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