

Ignacio Community Library Board of Trustees
Minutes of Regular Meeting (Via ZOOM & at ICL)
November 18, 2020

I. Call to Order

Meeting called to order by Dayna Talamante-Montoya at 6:15 p.m.

II. Roll Call

Present: Dayna Talamante-Montoya, Clark Craig, Lovvis Downs-Glass, JoAnn Sloan, Jennifer Basa, Matt Littleton and Marcia Vining
Absent: Pearl Casias
Guests: Jarad and Bev Lyons of Red Rock Insurance

III. Approval of Agenda

Clark moved to put the presentation by Jarad Lyons under New Business, Item A., as the first order of business for this meeting. Jennifer seconded. Votes: 6 for, 0 opposed. Motion carried unanimously.

IV. Approval of Minutes of October 21, 2020

Clark moved to accept the minutes as changed. Jo Ann seconded. Votes: 6 for, 0 opposed. Approved unanimously.

V. Public Input--None

VI. Unfinished Business--None

VII. New Business

A. Jarad Lyons Insurance Proposal

Jarad shared his personal background with the Board. He and his mother, Bev Lyons, established Red Rocks Insurance, LLC. Jarad looked at coverages through several carriers and compared them with the Library's current coverage with Central Insurance. He displayed a coverage comparison sheet between Central and Secura Insurance Companies and explained similarities and differences between the two. Jarad answered the Members' questions. Jarad will look further into whether there are coverage limitations regarding computer and funds transfers, and cyber attacks. The Secura quote has an estimated policy premium of \$10,934.00 for 2021.

Jarad explained that Secura is a smaller, regional carrier with which he has had good

experience. Central Insurance Company's coverage renewal for 2021 would be \$11,340.00.

Jarad answered the Board's further questions regarding liability with the EV charging stations that will soon be installed by ICL.

Jarad and Bev thanked the Board and left the meeting.

The Members discussed the proposal. Marcia feels Jarad is more informed on cyber issues than Mountain West (the company through which ICL has the Central Insurance policy). The general feeling is that the Library will be fine with either carrier. (Jarad was previously the agent ICL worked with at Mountain West.) Lovvis and Dayna discussed possible advantages of working with Jarad and Bev. Overall, the Members feel positive about the option.

In response to a question from Clark, Marcia responded that the decision needs to be made by the end of December if the Board chooses to change carriers.

Marcia will follow up with Jarad on the items he was to research. The final decision will be made at the December meeting.

B. 2021 Budget: Public Input

Dayna opened this agenda item for public input. None was received. Dayna closed the public discussion of ICL's 2021 Budget.

VIII. Director's Report--Marcia Vining

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

JoAnn asked about patron computer check-out. The old staff computers have been used by patrons in-house for Zoom meetings.

Regarding the sign, the concrete has been poured; the dye will be added later. The forms will come off soon. The sign will be set on the foundation next week. The sign will be set up and functional in a couple of weeks. The Library is working on a sign content policy. Cheyenne is training on how to program the sign.

Marcia reported that ICL's policies will be updated and presented during the first few meetings of 2021.

Community Outreach--The Friends raised over \$600 during the most recent book sale.

Marcia stated that this Friday, November 20, the county's Covid status will be changed to Red. Her goal is to continue to serve ICL's patrons. The Staff will be reduced (as to how many are in the Library during shifts) and reorganized to mitigate exposure. Shifts have

been divided, personnel will work in pairs with the same people working together. Library hours will remain the same; Mon-Thurs closing at 5:00. If further restrictions are put into place, the Library will switch to curbside checkout only. Everyone on the Staff wants to continue working and keep the Library open. They are still planning programs for next summer.

Marcia has communicated to the Staff that they need to keep her apprised of any concerns.

Clark commended Marcia on keeping the Library available to the community. Marcia added that services the Library has offered, like voter registration and notary public, have been well used during this time. Jennifer also complimented Marcia on her and the Staff's work.

Dayna noted that the Ignacio School District is also trying not to close.

IX. Treasurer's Report--Lovvis Downs Glass

Expense Report: Grants are now broken down as separate items on the report. This particular report is for the Board's use. However, the Budget will use a different format regarding grants in 2021.

Profit and Loss Statement: Net Income is \$35,955.88.

Payroll Report: Clark asked if the cleaned up item has been resolved. Marcia responded that it would be by year-end.

Transaction Report: Clark asked about the charging station installation. Marcia said that would take place in the next few weeks.

Balance Sheet: Clark inquired about the amount of COLO Trust interest. He and Dayna asked Marcia to check on why the interest seems to have decreased.

Lovvis reported that there will be a decrease in Revenue from Property Taxes on the 2021 Budget.

JoAnn moved to table the 2021 Budget to the December meeting. Clark moved to amend that motion to accept the Treasurer's Report ending October 31, 2020, and to table the 2021 Budget to the next meeting. Seconded by Dayna. Votes: 5 for (Matt dropped from Zoom connection), 0 opposed. Motion carried unanimously.

X. Open Discussion

Clark asked if some Board laptops could be replaced. Marcia responded that Colorado

Cares Funds are only for patron services. She will check on the DOLA Cares funds. Lovvis feels replacement might be best accomplished on this year's budget.

Clark wanted to discuss staff bonuses for the 2020 year. He suggested using the previous year's calculations. The Members discussed this topic. Clark moved to provide bonuses based on the 2019 calculations and that they be carried to 2020. Jennifer seconded. Votes: 5 for, 0 opposed. Motion carried unanimously. Marcia told the Board that she appreciates this action and knows the Staff will, as well.

Dayna stated that the Multicultural Committee from the school district meets once a month, and asked Marcia if someone from ICL would attend the meetings. Marcia has someone in mind and will get back to Dayna.

Clark reminded the Members that there will be a Light Parade in Ignacio on December 4th. Santa Claus will arrive at 5:30. Clark asked that everyone attend or participate in some way. People are asked to view the parade from their parked cars. Marcia said that ICL will have a float, a light display, and some swag to pass out. Clark said there will be music for the parade for people to tune to on KSUT.

Dayna will send Marcia the name of a possible new Trustee. Marcia noted that Pearl Casias's term will end on December 31st. Marcia would like to put together a thank you gift from ICL for Pearl's service.

Marcia thanked the Board for working so well with her and the Library.

XI. Adjournment

Clark moved to adjourn. Lovvis seconded. Votes: 5 for, 0 opposed. Motion carried unanimously.

The next ICL Library Board meeting is scheduled for December 9, 2020, at 6:15 p.m.

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