

**Ignacio Community Library Board of Trustees
Minutes of Regular Meeting (Via ZOOM)
February 17, 2021**

I. Call to Order

Meeting called to order by Dayna Talamante-Montoya at 6:22 p.m.

II. Roll Call

Present: Dayna Talamante-Montoya, Clark Craig, Lovvis Downs-Glass, Jennifer Basa, JoAnn Sloan and Marcia Vining
Absent: Matt Littleton

III. Approval of Agenda

Clark moved to approve the agenda. Jennifer seconded. Votes: 5 for, 0 opposed. Motion carried unanimously.

IV. Approval of Minutes of December 9, 2020

Clark moved to approve the December minutes. Lovvis seconded. Votes: 5 for, 0 opposed. Approved unanimously.

V. Public Input--None

VI. Board Business

A. Election of Officers

Lovvis moved that 2021 Officers remain the same. No second received. Motion died.

Clark moved to nominate Dayna Talamante-Montoya as President. Lovvis seconded. Motion carried; 4 for, 0 opposed. Approved unanimously.

Clark moved to nominate Lovvis Downs-Glass as Treasurer. Seconded by JoAnn. Motion carried; 4 for, 0 opposed. Approved unanimously.

Dayna moved to nominate Clark Craig as Vice President. Seconded by Jennifer. Motion carried; 4 for, 0 opposed. Approved unanimously.

Lovvis moved to nominate JoAnn Sloan as Secretary. Jennifer seconded. Motion carried; 4 for, 0 opposed. Approved unanimously.

(In each of the above votes, the nominee abstained.)

VII. Unfinished Business--None

VIII. New Business

A. Employee Manual

Members discussed and made revisions and additions to the draft of the 2021 Employee Manual.

As the Members finished the discussion, Clark noted the time as nearly 8:30 p.m. He asked Daya how she wished to proceed with the agenda. The Board proceeded as follows:

B. CORA Policy (Colorado Open Records Acts Rules and Policies)

Members asked Marcia for clarification of use of the policy, and revisions that might be necessary to specifically apply to Ignacio Community Library, especially in regard to Fees and Costs.

C. Employee Fingerprinting Policy--Skipped

D. Community Room Policy

Members discussed how they think the Community Room should be utilized and to whom it should be made available. As an example, Marcia inquired about use by non-profit organizations. Marcia will look at other libraries' policies and report back to the Board. Marcia also mentioned the possibility of creating a prioritized list of types of agencies/organizations eligible for use of the Community Room.

E. Short Takes for Trustees: What it Means to be a Trustee

At this point of the meeting, Dayna suggested tabling until the next meeting Items C & E in this section of the agenda. The Members concurred. Section VII. Items C & E tabled to March meeting.

IX. Director's Report--Marcia Vining

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

Lovvis inquired as to why the Library changed the closing time to 5:00. Marcia responded that this was the solution to keeping Staff in workable pods as a Covid precaution. She also reported that the Library is planning to go back to full and Sunday hours on March 1, if the county's Covid status remains as it currently is, or improves.

Regarding Programs: The Library will open in April for meetings of smaller groups, such as the Knitters and the two book clubs.

Dayna commented that the sign is installed and looks great. She also gave a shout-out to ICL on the Community Reads Program. Marcia reported that the Library is using the book Wonder with all the schools. The Library is putting together support materials with the theme of Kindness for all grade levels.

Lovvis had questions about use of the Electric Vehicle Charging Station. Marcia responded that it's been used only a couple times so far. JoAnn noted that the amount of snow recently received by the last few weeks' storms may be a factor. Lovvis stated that she has concerns about the amount the Library may be charged in credit card fees for the station.

X. Treasurer's Report--Lovvis Downs Glass

Lovvis asked for questions or comments from Members. JoAnn asked what was received in 2020 Tax Revenues. Lovvis showed that ICL came in right at budget on Revenues and under budget on Expenses for 2020.

Clark moved to accept the Treasurer's Report. Jennifer seconded. Votes: 5 for, 0 opposed. Motion accepted with unanimous approval.

XI. Open Discussion

Marcia asked if Lovvis received the letter about the Library's overpayment of Marcia, and Marcia's repayment of the same. Lovvis answered in the affirmative. Marcia requested that the information be included in her employment file.

Lovvis started the United For Libraries Pilot Program and shared some ideas she has gained from that experience. She mentioned these topics: Elevator Speech, Retreat and Community Emergency Plan. She feels that a Community Emergency Plan is especially needed.

Clark suggested that future Board meetings be moved to 6:00 p.m. Members concurred.

Clark wishes to publicly recognize Ron for his work on the EV Charging Station. Dayna also believes that Ron deserves more recognition for his suggestions and work on the Community Reads Program.

XII. Adjournment

Lovvis moved to adjourn. Jennifer seconded. Votes: 5 for, 0 opposed. Motion carried unanimously. The meeting adjourned at 9:09 p.m.

The next ICL Library Board meeting is scheduled for March 17, 2021, at 6:00 p.m.

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