

**Ignacio Community Library Board of Trustees
Minutes of Regular Meeting via ZOOM
September 15, 2021**

I. Call to Order

Meeting called to order by Clark Craig at 6:11 p.m.

II. Roll Call

Present: Clark Craig, Lovvis Downs-Glass, JoAnn Sloan, Leila Baker and Marcia Vining
Absent (Temporarily): Dayna Talamante-Montoya (present at 6:17)
Absent (Excused): Jennifer Basa
Absent: Matt Littleton

III. Approval of Agenda

JoAnn moved to approve the agenda. Lovvis seconded. Votes: 4 for, 0 opposed. Motion carried unanimously.

IV. Approval of Minutes of July 21, 2021

Lovvis moved to approve the July minutes. Leila seconded. Votes: 4 for, 0 opposed. Approved unanimously.

V. Public Input--None

VI. Unfinished Business

A. Payroll Discussion

Clark, Lovvis and Marcia met in August to discuss payroll adjustments. There is an increase reflected in the proposed 2022 Budget which can be managed within the Budget. Lovvis said that Property Tax Revenue will take a hit of about \$30,000.

(Dayna joined the meeting at 6:17, Clark turned the Chair back to her.)

The Members discussed the Payroll Worksheet. Lovvis noted that the Base Wage will be \$14.00 an hour.

Marcia explained some line amounts for proposed wages for 2022. She stated that these wages are more in line with those at other area libraries.

Clark feels the proposed payroll budget is a reasonable and doable number. He reminded the Board that no raises were given to anyone on the Staff last year.

Lovvis mentioned that there have been previous discussions of making increases valid for the last months of 2021. She noted that if this is done, there would be a total change to the current Payroll budget of about \$4,300.

The Members discussed the proposed wage changes and the possible impacts on other areas of the Budget, such as Programs. Clark mentioned the possibility that ICL may need to draw from Reserves at some point in the future.

JoAnn wondered if all the Staff are happy with the number of hours they currently work. Marcia responded that one member would like to have more hours if possible.

Clark moved to approve the 2022 Budget for Payroll as presented. JoAnn seconded. Votes: 5 for, 0 opposed. Motion carried unanimously.

Next, the Members discussed when the new wages would take effect. JoAnn asked if increases implemented now would be in compliance with the 2021 Budget. Lovvis responded in the affirmative. Members agreed that Marcia would have discretion about when individual increases should be implemented.

Clark moved to allow the Payroll increases to be incremental as of October 1, if Marcia chooses. JoAnn seconded. Votes: 5 for, 0 opposed. Motion carried unanimously.

Dayna thanked everyone for settling this issue with a good discussion.

B. Naoma Jones Memorial

Date: Friday, October 8th at 4:00 p.m. The date and time for the memorial has been determined with input from the family of Naoma Jones.

Maarcia informed the Members of current progress of planning for the event.

VII. New Business--None

VIII. Director's Report--Marcia Vining

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

A new Staff person, Brytanny Medved, has been hired.

The Staff is planning Fall programs.

A steady flow of families have come to the Maker Space. Ron has done a great job connecting with the Community.

Marcia added that, with no in-town bus, there have been less kids in the Library after school. She hopes that in-school programs coordinated with the Library will help alleviate this situation.

Members made positive comments about the Program Report and noted that Hannah did a great job on it.

Marcia said the Summer Music Program had a wonderful response. However, the Open House did not have much of a response. Dayna has some ideas about increasing interest in future Open Houses.

Lovvis noted that the Friends of the Library are having their annual meeting on October 23rd, and inquired about the time. JoAnn gave details: Meeting at 11 am, to include election of new officers at 11:30. Board Members are encouraged to attend.

Marcia mentioned that, early this year, Ron donated a wheelchair to the Library, which has actually come in handy several times.

The Library has a number of devices that can be checked out of the Idea Lab and used by patrons. One example is a slide reader to transfer photos to CDs. JoAnn asked about other non-traditional check-out items. Marcia said that Pine River Library, for example, checks out some tools.

IX. Treasurer's Report--Lovvis Downs Glass

Lovvis noted that she doesn't see anything in the July financials of concern. Members had no questions or comments about them, so she had the Board look at the August financials.

Expense Report through August 31st--Revenue is at 99% for Property Taxes. Refunds are over what was budgeted. Investment Interest--the Library has changed these accounts to increase interest earned. As of 8/31, Total Revenue = \$381,322.69

Lovvis said the Library needs to come up with \$390,000. Grants and donations may help.

Expenses look good. Lovvis is OK with the Payroll increases just approved. Total Expenses as of 8/31 = \$303,720.85.

The Members then began discussion of the draft of the Proposed 2022 Budget.

Property Tax Revenues will take a hit over the next few years. JoAnn mentioned that ICL should be eligible for grants. Marcia responded that she's keeping an eye on any grants for which the Library qualifies.

Expenses--Lovvis described increases and the reasoning behind them. She hopes that grants and donations will help make up the difference between 2021 and 2022, but noted

that the Library may have to dip into the General Fund. Clark projects that there may be a potential Reserves impact up to \$210,671.54. However, he doesn't believe it will come to that.

Marcia stated that as grants become available, research sometimes proves that Reserves held by the Library may affect qualification and amounts that may be granted.

Lovvis returned the Members' attention to the current Budget.

All accounts combined = \$2,153,023.21.

Interest from the new COLOTrust account is significantly better than the previous accounts.

Profit and Loss for January-August: Net Income = \$77,611.83.

Transaction Report for August--No questions or comments.

Total Expenses = \$23,567.46.

Leila moved to accept the Treasurer's Report. Clark seconded. Votes: 5 for, 0 opposed. Motion carried unanimously.

X. Open Discussion

Clark commented on the help received from Marcia and the ICL Staff during the Green Chile Cookoff. He heard many positive comments about the Library during the event. All of the donated alcohol was sold and needed to be replenished. Marcia noted that the addition of the Secret Circus was quite popular.

Clark announced that the Chamber of Commerce will sponsor a Barbeque Cookoff on October 9th from 11-5 p.m. Marcia added that the Friends of the Library will also be having a book sale from 10-3 that day.

XI. Adjournment

Clark moved to adjourn. Leila seconded. Votes: 5 for, 0 opposed. Unanimously approved. The meeting adjourned at 7:45 p.m.

The next ICL Library Board meeting is scheduled for October 20, 2021, at 6:00 p.m.

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