

**Ignacio Community Library Board of Trustees
Minutes of Regular Meeting @ ICL & via ZOOM
October 20, 2021**

I. Call to Order

Meeting called to order by Clark Craig at 6:04 p.m.

II. Roll Call

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

III. Approval of Agenda

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

IV. Approval of Minutes of September 15, 2021

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

V. Public Input--None

VI. Unfinished Business

A. 2022 Budget

Marcia noted that the only discussion necessary about the Budget might be regarding a Bookmobile. She has been looking for appropriate used vehicles. In that case, the Library may be asking for a \$20,000 line item. Marcia feels some funds may be obtained from other sources. JoAnn asked if Bookmobiles sometimes are in trailers. Marcia answered in the affirmative, but that would still involve a separate vehicle to tow one. Marcia also noted that a Bookmobile could possibly be shared with the Southwest La Plata Library District. She stated that a Bookmobile could offer more flexibility with programs, including outdoor locations. Clark inquired if the \$25,000 in Capital Reserves could be used. Lovvis stated there are also funds that could be shifted by a Board Resolution for use toward a Bookmobile. Marcia mentioned some possibilities that can be explored, such as electric vehicles, which might be eligible for special funds through grants.

The Members had some difficulty looking at the 2022 Budget numbers on their computers during this meeting. They decided to hold further discussion until the next meeting.

B. Staff Christmas Bonus

Lovvis moved for the Christmas Bonuses to be distributed in the same manner as in 2021, based on length of ICL employment:

5+ years	\$150
2-5 years	100
Up to 2 years	75

JoAnn seconded. Votes: 4 for, 0 opposed. Motion carried unanimously.

VII. New Business--None

VIII. Director's Report--Marcia Vining

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

Marcia noted that the Friends of the Library will be changing some positions. Elections for those officers will take place during their meeting Saturday at 11:00.

Marcia reported that the Library has received a number of donations in Jean McClanahan's memory.

Lovvis commented that she knows the Library did away with overdue Fines, but asked if there are ever Fines charged. Marcia said that there are charges for lost or damaged materials, lost library cards, and charges to other libraries if materials borrowed from ICL are not returned.

Marcia noted that the Notary services have brought in about \$1,000 in revenue for the Library. This has more than made up for the \$250 paid every four years to certify and insure someone to be a Notary Public.

Marcia informed the Members that recently a young child of around 5 was dropped off at the Library unattended. She tracked down the adult at the grocery store and reminded that person that this is against the Library's rule that young children are not allowed in ICL without an adult present.

IX. Treasurer's Report--Lovvis Downs Glass

Lovvis has no questions on the figures for September. Clark suggested that the next meeting should include a discussion of the estimated projected expenses for the remainder of the year. Lovvis noted that Interest Revenue should increase. Clark sees a possible \$420,000 in Expenses versus \$385,000 in Revenues through year-end.

Lovvis noted she made some adjustments on the Expense Report and pointed them out to Marcia.

On the Balance Sheet, Lovvis stated that Interest is doing better.

Profit and Loss Statement--In the black with \$48,982.48 through September 30th.

Regarding Payroll--Lovvis inquired about Employee Leave Time: How the Members would know who has taken leave time, how much, and how much time they have remaining. She suggested it would be helpful to include Leave Time in the monthly reports or as a separate spreadsheet. Marcia replied that she will do so in the future.

Leila moved to approve the Treasurer's Report; JoAnn seconded. Votes: 4 for, 0 opposed. Motion carried unanimously.

X. Open Discussion

Clark thanked Marcia for the assistance the Library gave at the Chamber's barbeque festival. He also said the dedication to Naoma Jones was nicely done, and commented on the well done photos included in the Program Report section of the Director's Report. He encouraged fellow Board members to be sure to read it.

Marcia added that Programs are going well and that today's was well attended. She shared with the Members that a 9 year old girl is producing a stop-action animated film. JoAnn suggested that parents should be given more encouragement to attend the Library's programs with their children.

Lovvis asked if the Library will give treats for Halloween. Marcia said that ICL will be involved with several Halloween activities: Trunk or Treat in the Library's parking lot; a line at the Casino's overflow lot; and in line at the school.

Clark announced that the second annual Ignacio Light Parade and a Taste of Christmas in some form will be on December 3rd. Marcia mentioned that the Staff will be Book Fairies at the parade.

XI. Adjournment

Leila moved to adjourn. JoAnn seconded. Votes: 4 for, 0 opposed. Unanimously approved. The meeting adjourned at 6:41 p.m.

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

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