

**Ignacio Community Library Board of Trustees
Minutes of Regular Meeting
May 18, 2022**

I. Call to Order

Meeting called to order by Clark Craig at 6:23 p.m.

II. Roll Call

Present: Clark Craig, Lovvis Downs-Glass, Leila Baker, Dayna Talamante-Montoya and Marcia Vining.

Absent: Jennifer Basa (excused); JoAnn Sloan

III. Approval of Agenda

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

IV. Approval of March Minutes

Leila moved to approve the March minutes with corrections noted by Claudia. Dayna seconded. Votes: 4 for, 0 opposed. Motion carried unanimously.

V. Approval of April Minutes

Lovvis moved to approve the April minutes as amended. Dayna seconded. Votes: 4 for, 0 opposed. Motion carried unanimously.

VI. Public Input--None

VII. Unfinished Business

A. Update on Email Usage Policy

Marcia has discussed and gone over the policy with the Staff. All is clearly defined and understood.

VIII. New Business

A. FAML I Insurance Program

Marcia stated that options are available to participate or not in this program for agencies with 10 or more employees. Marcia will soon attend a Library Conference and will learn more about the program. The program would pay a percentage of an employee's wages

up to about 12 weeks, similar to unemployment insurance, for employees to care for family members during life circumstances that pull them away from their jobs.

Marcia will update the Board at the next meeting. Clark noted that participation may depend on what the County chooses to do. Marcia will also see if the Staff might be interested in this program.

B. SB21-088 Child Sexual Abuse Accountability Act

Marcia explained that this could possibly affect ICL financially and thus relates to the Employee Handbook and Rules of Conduct. For example, an employee should never take a child in their vehicle and should observe the Rule of Three. Marcia reminded the Members that all employees are fingerprinted and undergo background checks.

C. Acceptable Use of Computer Policy

Marcia noted that the policy relates to Staff and that a little updating needs to be done. Dayna asked if ICL has any filters. Marcia responded that the Library does not, but it does have a firewall and other precautions in place, and she is comfortable with that. Dayna suggested that Marcia have a discussion with Staff about the policy. Clark asked if patrons can access their personal emails. Marcia pointed out that, although they can, ICL information and patron information are on separate systems and everything gets wiped when an individual signs out.

D. Payroll Increase Start Date

Clark noted that Staff increases are April 1, but the Director's is June 1st. The Members discussed this timing. The Director's increase is based on the hire anniversary. The consensus, therefore, was to keep the Director's increase at the same date as it is currently scheduled.

E. Google Drive for Board Packets and Information--Clark Craig

- i.** Overview of Directory Structure
- ii.** Security--gmail or gmail-ish required
- iii.** Roll-Out Month--one or two months from now
- iv.** Historical Information--Stop using USB drives for updates. Info will be on Drive and can be accessed.

IX. Director's Report--Marcia Vining

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

Clark stated that the Cinco de Mayo celebration was a great success.

Dayna noted that there was nice representation of ICL for the History Day presentations.

Marcia helped students with regional and some students did go to State. Marcia said she enjoys doing speech coaching.

Brittany has planned many events for the Summer Reading Program and has gathered donations for them.

Dayna stated that Brittany and Dorothy came to the middle school to plug the Summer Reading Program. The Students had a great time with the activities that Brittany and Dorothy had planned.

Clark noted that Brittany also came to a Town of Ignacio meeting. Afterward, the town donated money to the program.

Dayna added that Brittany and Dorothy make a great team for the Library.

Marcia said that musicians are lined up for the Summer Music Program. Members had suggestions for new food vendors.

Ron presented to a Maker Interest Group in Colorado Springs. Sign holders were donated to ICL from that meeting.

X. Treasurer's Report--Lovvis Downs Glass

March Transaction Report--Lovvis asked how the EV Charging Station gets paid for and what are the Library's expenses. Marcia replied the stations are paid as part of the LPEA bill. Customers pay by credit card. Lovvis wondered if the Library could attach an extra fee to come back to the Library. Clark suggested this topic be an agenda item for the June meeting.

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

April Expense Report--Revenues looking good. Donations look good.

Refunds and Grants--Marcia has requested State Funds for the Library, \$5,500 coming soon. ARFA Grant of \$10,000 should come soon also. No E-Rate refunds will come.

Expenses are at 33%, so looks fine.

Profit and Loss Statement--No questions

Payroll--No questions

Transaction Report--Clark inquired about who reviews the two credit cards' transactions. Marcia reviews Dixie's and Selena reviews Marcia's. The Members discussed this. Clark thinks a breakdown of credit card transactions would be helpful. Marcia will speak to Selena and get back to the Board at the next meeting. Clark will add this item to the June agenda.

Dayna inquired about Snow Removal. Marcia responded that the town never sent a bill. Marcia hasn't signed a contract yet for this coming winter and will investigate other services.

Balance Sheet—There is \$91,614.71 in the Checking Account

COLOTrust—Lovvis is curious as to why the balance is going down when ICL is receiving interest. Is the Library losing money on the principle? Marcia will look into this.

Dayna moved to approve the April 2022 Treasurer's Report. Leila seconded. Votes: 4 for, 0 opposed. Motion carried unanimously.

X. Open Discussion

Clark noted that there is money associated with food at the Board meetings. Should this practice continue? The Members' consensus is just to have something light or simple to eat at the meetings.

The Board needs a new Vice Chair—Dayna moved, Lovvis seconded to nominate Leila Baker for Vice Chair. Votes: 3 for, 0 opposed. Leila Baker is the new Vice Chair.

Regarding the Enrichment Program due to the new 4 Day School Week next school year: Marcia said ICL Staffing will be reassigned. Dayna noted that student sign-ups will be required with commitments made by parents. Marcia said that the program is exciting because it will bring students back to the Library. Dayna noted that some students will go to the recreation center.

XI. Adjournment

Dayna moved, Lovvis seconded to adjourn. Votes: 4 for, 0 opposed. Motion carried. Meeting adjourned at 7:56 p.m.

The next ICL Library Board meeting is scheduled for June 22, 2022, at 6:00 p.m.

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