

**Ignacio Community Library Board of Trustees
Minutes of Regular Meeting
September 21, 2022**

I. Call to Order

Meeting called to order by Clark Craig at 6:06 p.m.

II. Roll Call

Present: Clark Craig, Lovvis Downs-Glass, Dayna Talamante-Montoya, Jennifer Basa, Bryan Bagdol and Marcia Vining.

Absent Excused: JoAnn Sloan, Leila Baker

Guest: Dr. Kristin Becker

III. Approval of Agenda

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

IV. Approval of July Minutes

Dayna moved to approve the July minutes. (There was no August meeting.) Jennifer and Bryan seconded. Votes: 5 for, 0 opposed. Motion carried.

V. Public Input–None

VI. Unfinished Business

A. FAMLI: In, or opt out?

Marcia reported that she asked the Staff for their opinions. Most of the Staff wants to opt in. Lovvis asked what this would cost ICL. Marcia responded that it would cost .9% of annual total salaries paid to all employees. The Members discussed this topic. Coverage would need to be included in the 2023 Budget. Marcia will prepare a resolution for the Board to consider at the next meeting. Two versions will be prepared: One for 100% funding and the other for a 50% contribution.

VII. New Business

A. Strategic Planning Discussion–Kristin Becker

Marcia introduced Dr. Kristin Becker, who was recommended to Marcia by Anna Szczepanski with CLiC, for ideas about Strategic Planning. Kristin gave the acronym SCREAM for the basis of a method for such planning: Strengths, Culture, Resources,

Ethics, Agreements and Multiple Systems. This method involves a Continual Evaluation Plan that is ongoing. Reviews of Investors, Patrons and Community Collaborators would take place every few years. Surveys of the Staff would also be held. Kristin is putting together a model for Small Libraries Strategic Planning. She will work with Marcia using SCREAM and return for the November meeting.

B. Insurance for the New Hire

The new employee is on Medicare and requested that ICL help pay for insurance as is done for employees not on Medicare. Marcia will find out more information and this will be discussed at the next Board meeting.

C. Payroll Discussion

Members reviewed the Proposed 2023 Payroll Worksheet. Clark gave a summary, mentioning that it looks like a 3.24% increase from this year without some adjustments. Marcia has received a grant for a Bookmobile person, which would increase the Payroll numbers. Members discussed the proposed 2023 salaries, with a couple modifications. There would be a 3.72% increase without the Bookmobile person. Dayna asked for a Years of Service column. Marcia added this column at the meeting and will fill in the proper information for each employee.

D. Juneteenth

Marcia mentioned that Juneteenth is now a Federal holiday and asked if the Library should be closed on that day. Members discussed the possibility of offering special programs instead of closing for the holiday.

E. Colorado Retention Manual

<https://archives.colorado.gov/records-management/special-districts-records-management>

Marcia informed the Members that the Board should pass a Resolution that ICL is following State guidelines on document retention. Lovvis moved to approve **RESOLUTION NO. 2022-02, dated September 21, 2022: A Resolution Adopting the Colorado Retention Manual For the Ignacio Community Library District.** Dayna seconded the motion. Votes: 5 for, 0 opposed. The motion carried unanimously.

VIII. Director's Report--Marcia Vining

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

The Bookmobile has been granted. The award is \$190,000. A search is on for a suitable vehicle and planning is taking place for how to equip it. Members discussed some ideas, including working with students on a design for art on the outside of the Bookmobile.

IX. Treasurer's Report--Lovvis Downs Glass

There were no questions on the July Transactions.

August Expense Report--The fact that Expenses are far off from Revenues is disappointing. Marcia noted that \$9,000 in Grants has not come in so far.

Profit and Loss Statement--No questions.

Payroll--Some postings are confusing. Marcia will discuss this with Selina.

Transactions--Marcia will get the Credit Card Report breakdown.

Lovvis was surprised that some interest had been earned.

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

X. Open Discussion

Bryan has noticed that the trees in the parking area need trimming. Clark suggested reaching out to the Town of Ignacio about doing this.

Marcia reported that the Library is investigating having some intern programs in conjunction with the schools. Ron is in the process of putting it together. In response to an inquiry from Clark, Marcia envisions intern opportunities for grades 7 and up.

Dayna noted that the 6th grade has a Creative Arts Class working with elementary students at the end of the day. She suggested having students work on plays on Wednesday afternoons.

Clark suggested that the Library consider some Transition Planning, especially with some employees approaching retirement. The Board needs to discuss having some people be hired and trained with skills that may allow them to move into positions that become vacant.

Dayna asked Claudia to speak about the Durango Film Festival. Claudia asked Members to please seek out local filmmakers who have made films of any genre to submit them to durangofilm.org before the submission deadline of October 31, 2022.

ICL received some tip money from the Chili Fest.

XI. Adjournment

Dayna moved and seconded to adjourn. Votes: 5 for, 0 opposed. The meeting adjourned at 7:41 p.m.

The next ICL Library Board meeting is scheduled for October 19, 2022, at 6:00 p.m.

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