

Ignacio Community Library Board of Trustees
Minutes of Regular Meeting
February 19, 2025

I. Call to Order

Meeting called to order by Clark Craig at 6:10 p.m.

II. Roll Call

Present: Clark Craig, Lovvis Downs-Glass, Dayna Talamante-Montoya, JoAnn Sloan, Leila Baker, Bryan Bagdol and Marcia Vining

III. Approval of Agenda

Dayna moved to approve the agenda to eliminate a repeated item of business. Lovvis seconded. Votes: 6 for, 0 opposed. Motion carried unanimously.

IV. Approval of November and December 2024 Minutes

Minutes of November 20, 2024: Leila moved to approve the November minutes. JoAnn seconded. Votes: 6 for, 0 opposed. Motion carried.

Minutes of December 11, 2024: JoAnn moved to approve the December minutes. Leila seconded. Votes: 6 for, 0 opposed. Motion carried.

V. Public Input—None

VI. Vote for Officers

Nominations were as follows:

Chair: Clark Craig.

Vice Chair: Leila Baker

Secretary: JoAnn Sloan

Treasurer: Lovvis Downs-Glass declined the nomination. Dayna Talamante-Montoya was nominated to replace Lovvis, with Lovvis offering to assist with Treasurer duties.

JoAnn moved to approve the election of all four positions, as noted above. Dayna seconded. Election of Officers: Votes 6 for, 0 opposed. Officers elected as listed.

VII. Unfinished Business

A. Job Descriptions

Marcia has provided the Members with reformatted and new/updated job descriptions with salaries. The Members read and discussed the job descriptions. JoAnn moved to accept the job descriptions as written. Lovvis seconded. Votes: 6 for, 0 opposed. Motion carried unanimously.

VIII. New Business

A. Strategic Planning Exercise

Marcia explained some exercises which will lead to six goals or directions for ICL. She explained Exercise #1 for input from Library stakeholders. She gave each Board Member a questionnaire. The Members divided into pairs and each Member recorded their partner's answers during their discussion of the questions. Marcia thanked the participants as she collected the questionnaire sheets.

B. Recognition of Anne Kernan's Birthday–Lovvis

Lovvis would like the Library to recognize Anne Kernan's 90th birthday in September in some way. Anne was a key person involved with the building and establishment of Ignacio Community Library. Marcia suggested that ICL could also celebrate the Library's 18th birthday at the same event. Members will discuss ideas for the event and Lovvis will organize it.

C. Bank Account: Signers and Card Limits

Marcia would like Liz and Dayna, as the new Treasurer, to be added as signers on accounts. She also suggested that the credit card limits be raised to \$5,000 for a single card for herself and Liz, and Dixie's card to be raised to \$3,000. Clark asked about signers. Marcia recommended Marcia, Liz, Dayna, Lovvis, or Dixie. Two signatures would be required for amounts over \$1,000. JoAnn moved to accept any of the above people as signers, along with requiring two signers for amounts over \$1,000. Lovvis seconded. Votes: 6 for, 0 opposed. Motion carried.

There was a discussion about whether it would be OK to pay bills online. Liz, Marcia and Selina would have this authority. The Members agreed that this would be acceptable.

Credit Card Limits: Marcia thinks two cards would be best. One would have a \$2,500 limit and one would have a \$5,000 limit. Dayna moved to accept these two types of card limits. Lovvis seconded. Votes 6 for; 0 opposed. Motion carried.

IX. Director's Report–Marcia Vining

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

Marcia stated that part of the Director's Report is unfinished and that she will have it by the next meeting.

Program Report: Ageless Grace is a class Dorothy will be holding on Mondays. The Library received a Thank You card from the Durango Cowboy Church preschool for the Dewey visit. There is a regional discussion about the logistics of sharing Dewey.

Amanda Jacket has been hired as the new cleaning person.

Daniel Fraenhoff has been hired part time for the Bookmobile and the Library now has two phenomenal interns.

X. Treasurer's Report--Lovvis Downs-Glass & Dayna Talamante Montoya

December 2024 Expense Report (Lovvis)

Property Taxes fell short.

Donations were up.

Interest was up.

PILT almost double.

Specific Ownership almost double.

Revenue was at about 119%

Expenses: Bryan, JoAnn and Dayna had questions, which Lovvis answered.

Lovvis added the good news that Revenue is over Expenses at the end of 2024.

Payroll for Dec. 2024: Bryan asked about the difference between "Hourly" and "Hourly Wage." Lovvis answered that they are basically the same, just noted differently by Selina.

Transaction Report: No questions

Credit Cards: Dayna had a question about the word "Split." Lovvis replied that the amount would be split between different line items and be visible on Quick Books.

P & L Statement: Lovvis answered a few questions.

2024 Total Net Income = \$70,507.02

January 31, 2025 Report (Dayna)

Balance Sheet: No questions.

Expense Report: The amount was already over for Insurance. There still may be more property tax coming in.

Some credits are shown.

El Pomar - One more year to wait.

Ballantine Foundation gave more than was expected for the Core Values Grant (\$10,000).

Transactions: Questions were clarified by discussion.

Profit & Loss: No questions.

Payroll: Questions regarding bonuses. Marcia will check.

Credit Cards: Marcia has already made charges for this year's Summer Reading Program.

Dixie's card - No questions.

Leave Time: No questions.

Dayna moved to accept the December 2024 Treasurer's Report. Leila seconded.

Votes: 6 for, 0 opposed. Motion carried.

Lovvis moved to approve the January 2025 Treasurer's Report. JoAnn seconded.

Votes: 6 for, 0 opposed. Motion carried.

XI. Open Discussion

Marcia noted that March 31 is the deadline for the Request for Audit Exemption. The cost is estimated to be \$1,500 from Zink Associates. This can be approved at the March 19th meeting.

Lovvis has been having trouble with her phone regarding the ICL calendar.

Marcia will help resolve this issue.

Clark reported that the City of Ignacio has stacked the affordable housing units and already has three ready for move-in.

Clark thanked Lovvis for her 10 years of service to the Board as Treasurer.

ICL is working with La Plata County and Ignacio on the 150-250

Colorado/USA Celebrations.

Marcia will check on the EV Charging Station costs and revenues.

Dayna stated that the Character Counts posters will be posted soon.

Parent Teacher Conference for IMS will be Friday.

CMAS Testing for Grades 3-12 will be April 7-24.

The new school calendar for 2025-26 has been set, with school starting a week earlier for fall semester.

Claudia announced that the 20th Durango Independent Film Festival will be held for the public March 5-9, with the evening of March 5 as Free Movie Night. Also, the REEL Learning School Programs will be held live at the Ignacio Center for Performing Arts on March 4th, as follows:

Tuesday, March 4, 2025	
6-8 grades	8:15-9:15
9-12 grades	9:30-10:30
3-5 grades	10:45-11:45
Lunch	11:45-12:45
K-2 grades	12:45-1:45

She invited anyone interested to come to a program that day.

XII. Adjournment

Dayna moved to adjourn. Clark declared the meeting adjourned at 7:51 p.m.

The next ICL Board meeting is March 19, 2024, at 6:00 p.m.

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