

Dolores Library District Board Meeting

October 8, 2024

Call to Order: President Sandy Jumper called the meeting to order at 6:02 p.m.

Board Members Present: Correen Becher, Jeanne Becker, Gina Hernandez, Hassan Hourmanesh, Beth Mitchell, and Tamara Woodbury (via phone)

Board Members Absent: None

Director: Sean Gantt

Guests: Carol Westphall, Jeff Merchant, and Cheyenne Baber (staff member)

Agenda and Minutes:

The presentation by Friends of the Library will be moved to just after the Financials. There were no corrections or changes suggested for the minutes. Jeanne made a motion to approve the agenda as changed and to approve the September minutes as presented. Gina seconded the motion which carried upon a vote.

Correspondence and Communications:

Sean included some recent written communications he has had with patron Jeff Merchant regarding some concerning behavior in the Library. The last written communication Sean sent Mr. Merchant informed him that he was banning him from the Library.

Public Comment:

Jeff Merchant asked to address the Board. Sandy advised Mr. Merchant of his right to address the Board and told him he would have three minutes. He asked the Board to allow him to be able to return to the Library as it is an important part of his life.

Sandy appointed an ad hoc committee to look into the matter. The committee will consist of Gina, Hassan, Jeanne, and Sean.

Financials:

1. August: *Expenditures*: Hassan asked about the \$6,100 payment made to Durango Shade Company. Sean explained this was a deposit on the new blackout blinds for the meeting room, and the funds came from the Telehealth Grant. *P&L*: Beth commented on the interest the Library's investment accounts have been making. Sean also added that he and Sandy found the \$55 "Markup" taken from income in July. He said it was a monthly bill that had been miscoded by QuickBooks. There were no comments about the Balance Sheet.
2. September: *Expenditures*: Correen asked about the CLEL Conference Kara attended. Sean said it was for early learning. Correen also asked why there was no Waste Management expenditure. Sean and Sandy had both noticed that and weren't sure why. Likely it will show up on next month's expenses. *P&L*: The copier expenses are up, and Sean attributed some it to the Youth Programs and its activities. With the new employee on board, the Youth Program expenses have gone up. *Balance Sheet*: Hassan asked about the Payroll Liabilities. Sean said that is the account the payroll deductions go into until they are due.
3. Sandy asked for a motion to approve the August and September financial reports. Beth made a motion to approve the August and September payroll, bills, and financial reports. Tamara seconded, and the motion carried upon a vote.

REPORTS

Learning Moments:

1. Presentations on 2024 Legislation
 - Gina reported on the legislation for Higher ED. Of the six pieces of legislation, she thought **HB24-1402** on information technology might possibly impact the Library.
 - Beth reported on other legislation. She felt **HB24-1468** on AI and **HB24-129** about Data Privacy and Public Agencies might affect the Library.

- Sandy reported that **HB24-127** on State Grant Opportunities could offer the Library some grant monies, Sean has looked at the Library Law section. He said **HB24-1205** on Imagination Library Program, and **SB24-153** on news access for print-disabled people could impact DLD.

Director's Report:

Sean started by answering questions from his August report. One was about the webinar on digitizing newspapers he attended. The Dolores Star (previously The Silver Star) up to 1923 are available. The newer editions are not, and would be expensive to get. The question about e-book data is a matter of timing. Typically, that data is not available by the time of the Board meeting, but he does get it. For September, Sean spent a week at the ARSL Conference in Massachusetts, at which he made lots of contacts and connected with different cohorts. He and Kara made a presentation to the Dolores Schools teachers. He noted that Jillian and Kara are finally able to do some Outreach programming.

Finance Committee:

Sandy reported the committee met October 7 to look at the first draft of the 2025 budget. That budget does not include any salary increases. She said the committee recommends at minimum a COLA increase, if not more.

Strategic Plan Update: Staff Development and Retention:

Sean presented data to show how salaries at DLD compare with other area libraries of similar size. Further discussion was had during the budget portion of the meeting.

UNFINISHED BUSINESS

Approve Previous Month (August) Financials: This was completed earlier in the meeting during the Financials.

NEW BUSINESS

Review/Revise Director's Evaluation Process:

Gina commented on using the rating scale which is a 1-5, with 5 showing excellence and 1 unable or unwilling to perform. Assigning a "3" means the director is meeting expectations. Sean said comments are more valuable to him. It was agreed if a Trustee assigns less than or more than a 3 to an area, a comment on why would be beneficial. It was also agreed that Trustees' names should not be included in the comments. Trustees should get their evaluation to Sandy by November 7. Next year the Board will begin this process earlier (August) so there will be time to truly revise and update the director's evaluation.

Review Year-End Estimate and 1st Draft 2025 Budget:

Sean presented the 1st draft of the 2025 budget. He said with the unknown tax revenue it is challenging. A lengthy discussion evolved around staff salaries and tax revenue. The Board agrees that salaries are on the low end and would like to offer raises to be a little more in line with other area libraries. Sean reiterated that the DLD is going to need to ask for a mill levy increase. Jeanne commented that with over \$500,000 in reserves, the community would not vote for an increase at this time. Sandy asked for a motion regarding staff salaries.

Tamara made a motion for Sean to adjust the 2025 draft budget to allow for 3-5% increase in salaries and Sean would make the decision on how much each employee would get. Gina seconded the motion which carried upon a vote.

Review Draft of the Social Media Policy:

Sean presented the Social Media Policy Jillian has worked on since the previous meeting. The Board agrees it is thorough and well-written. Tamara commented the Marketing Coordinator should not be in the chain of command in congruence with the Employee Handbook. A vote to approve the policy will be held at the November meeting.

Friends of the Dolores Library Update: (Presentation was right after the Financials discussion) Carol Westphall introduced herself as the new President of Friends of Dolores Library. She summarized activities the Friends group has had in the past few months, as well as her goals as President. The Holiday Book Sale will be held on December 7th in the Library meeting room.

ADJOURN

With no further business before the Board, Sandy adjourned the meeting at 8:07 p.m.

PROPOSED TOPICS FOR NEXT MEETING: November 12, 2024 at 6:00 p.m.

1. Review Director's Evaluation Result
2. Review and Approve Director's Contract
3. Approve Staff Bonuses
4. Review/Revise Board Evaluation
5. Review Final Budget

Prepared by Correen Becher, Secretary