

## **Minutes**

### **Ridgway Public Library**

**Board of Trustees Regular Meeting November 15, 2022 at 1:PM**

**300 Charles Street**

(A Zoom link was provided for those who wished to join)

**CALL TO ORDER:** The meeting was called to order by Trustee Dickson Pratt recognizing that a quorum was present.

**PRESENT:** Trustees Julie Duff, Sandy Hennessy, Dickson Pratt, Sally Trapp, Jeff Pryor, Director Amy Baer and Plaindealer reporter Kylea Henseler

**APPROVAL OF MINUTES:** Acting secretary Sandy Hennessy submitted the revised minutes noting corrections. Dickson Pratt moved to accept the minutes and Julie Duff seconded the motion. Motion passed.

**NEXT MEETING:** Friday, December 9th, 2022 at 1:PM

**PUBLIC COMMENTS:** There were no public comments.

**FRIENDS UPDATE:** Director Baer advised that the donor letter has gone out to the public and there has been a good response. The new treasurer is Abbey Lacey. Quarterly meeting times for next year have been set.

#### **ACTION AND DISCUSSION ITEMS:**

Discovery garden fencing has been placed for the winter. Little library has been well received. Pergola credit of \$500 has been received and manufacturers have been asked to store the pergolas until Spring when better weather is available for construction.

FAMLI-POLICY discussed. It was noted by Dickson Pratt that we need do nothing to opt into the program other than register. Enrollment begins December 5, 2022. Director Baer will investigate enrollment procedure and notify employees when program goes into effect.

Signage for children's area was discussed. Julie Duff advised that the same signage as is used in the library will be used. Julie will communicate with Kristen to verify correct spelling. Once plaque is mounted, a photo will be sent to Kristen.

Employment agreement template will be sent to Hockersmith attorneys for review. The original agreement will be used and include Anna Szczepanski's recommendations to refer to salary with a more generic phrasing as an amount to be negotiated with the library board annually, and acknowledging that Colorado is an at-will employment state.

Board training organizational meeting will take place on December 2nd at 1:PM.

Email accounts for board members are pending until the December meeting.

Board Applicant's letters were discussed and both applicants will be invited to attend the December meeting.

**TREASURER'S REPORT** was presented by Julie Duff. Treasurer Duff acknowledged revenue from direct donations, property tax and the \$5,000 grant secured through Director Baer's efforts. Total grants awarded came to \$10,500. Any additional revenues at year's end will go toward building back library reserves. Expenditures were also summarized including personnel expenses and professional services.

**DIRECTOR'S REPORT:** Director Baer advised that AspenCat now has 158 members amounting to 1.83 million items to be shared. The art show was a great success with thirty three artists showing their work and 214 attendees viewing it. The seed sharing program trained five volunteers for the work of saving and cataloguing seed contributions. Amy has been active in community outreach connecting with the Ridgway Area Chamber of Commerce, Voyager Program, and Au Pair International as well as Tera Wick, Community Initiatives Facilitator for the town of Ridgway. Bar codes arrived and new additions to the collection have been catalogued. Weeding out items that have not circulated within three years continues. The horse sculpture outside the library has been sold and will be removed. A replacement will be pending. The Lego Club has grown and participation may be determined according to age and divided into separate weeks within the month. Finally, Director Baer asked for two trustee signatures for the Bank of America credit card application to put the card in Amy Baer's name. Dickson Pratt moved that the document be signed by two trustees and Sally Trapp seconded the motion. Motion passed and document was signed.

**ADJOURNMENT:** Julie Duff made the motion to adjourn. Sandy Hennessy seconded the motion.

Motion passed. Meeting adjourned at 2:08 PM

Respectfully submitted by Sandy Hennessy