

**NOVEMBER 10, 2023**  
**LIBRARY BOARD OF TRUSTEES MEETING**  
**300 CHARLES STREET, RIDGWAY, COLORADO**

**CALL TO ORDER:** President Sally Trapp called the meeting to order at 1:04 pm

**ATTENDEES:** Julie Duff, Alison Etheridge, Sandy Hennessy, Julie Herrmann, Sally Trapp, Jenny Williams, Library Director: Amy Baer

**APPROVAL OF PRIOR MINUTES:** Jenny Williams moved to approve minutes from October 13, 2023 meeting. Alison Etheridge seconded. Motion passed. **PUBLIC**

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

**FRIENDS OF LIBRARY UPDATE:** The yearly ask letter for donations was assembled and sent out Friday November 3<sup>rd</sup>. A number of fifth-grade girls and parents met with Jill Hepp and Sally Trapp to stuff the letters. Jenny also met with Jill Hepp to strategize regarding adult programming and potential plans were discussed. FOL needs a secretary and would like additional members.

**ACTION ITEMS:**

- Amy reviewed the board of trustee date terms. Julie Herrmann agreed to begin her own term at this time.
- Jenny Williams met with Betsy, library staff member, to go over Streamline. Jenny reports that their platform is robust and can be used as a calendar, provide vital information and as a platform to advertise. Jenny spoke with FOL's Jill Hepp who agreed to using it to link to their requests for donations. Betsy will now go through the information structure. Goal is to have it ready by January 1, 2024
- Sally Trapp discussed dates for the board workshop/retreat. She suggested we use that meeting time in January to brainstorm and exchange ideas as well as discuss budget items, one-time expenses and formulate our vision for the library. Date to be determined at December 8<sup>th</sup> meeting.
- Sally presented a roof update. There will be a standard one- year warranty. A customer reference should be coming from them and Sally will check with the Better Business Bureau to look at their standing.

**DIRECTOR'S REPORT:**

- Building and maintenance report – mini heaters in the meeting room are working again after repair. Still waiting on final repair to the main heater

- outside. Water fountain had a leak and has also been repaired as well.
- Statistics – Great response for solar eclipse glasses handed out (500 pairs). We had a nice event the morning of the eclipse and offered warm drinks to patrons during the viewing.
  - ILL loaned is a new category as of August and includes books sent to Prospector lending libraries. Ridgway Library seems to be sharing more books than it is borrowing, which indicates the desirability of our collection.
  - Only 2,000 more patrons and we will reach 50,000 patrons for the year. In 2019 we were close to 50,000 patrons.
  - Inventory is nearly completed with the exception of adult fiction and half of the DVD's. We currently have almost 24,300 items in our collection. We will stay under 25,000 at the end of each year for purposes of shelving space and price point with AspenCat.
  - Volunteers – Work study student is doing great. Helping mostly with picture book inventory and book processing. A new student volunteer started recently and is helping with updating book spine labels to identify book series in YA, tween and children's collections. Adult volunteer continues to help with children's inventory and completing children's nonfiction next week.
  - Outreach includes Amy's attendance at Communities that Care meeting on November 2nd. Library staff reached out to school and provided a solar eclipse activity to the MS science teacher. Staff went to elementary school and did story time and had an eclipse art project with several classes.

**BUDGET REVIEW:** Julie Duff presented the following information –

#### Revenue

- Proposition HH failed and county tax revenue should change very little. A temporary tax credit will be completed in December.
- \$61,750 was added to the Building Improvement line to cover the cost of re-roofing.

#### Expenses

- Julie and Amy reviewed salary related budget items and have funds for additional help if needed. Board discussion agreed on this change in the second draft.
- Employee education line is at \$6,000.00. A policy will be created in 2024 for

library staff schooling and education.

- Legal Services updated to cover 20 hours at \$250 an hour.
- \$200 added to Conference/Schools/Travel to cover the cost of Trustee Learning Tool.
- Internet/Website will be reduced by \$560 after hearing Jenny William's report on Streamline and website updates.
- \$61,750 was added for the cost of the reroofing project.

#### Reserves

We should not need to include any reserves in the temporary tax credit this year as we moved funds from the General Fund to the Building Improvement Fund to help cover reroofing costs. We will also use more of the General Fund for operating expenses in November and December.

Final review, adjustments and motion to approve the budget will take place at the December 8, 2023 board meeting.

#### **FUTURE AGENDA ITEMS**

Jenny and Alison will create a survey for public input regarding the vision for the library and present it at the next meeting. We will also conduct an internal survey to determine which two additional months we will recess. (We typically do not meet during July and August.) Discussion of possible holiday gifts for staff to be given by the board. Jenny will provide a Streamline update. We may also preview adult programming.

#### **ADJOURNMENT**

Sally moved and we adjourn at 2:58 and Julie seconded the motion. Motion carried.