

**Approved Minutes  
Ridgway Public Library  
Board of Trustees Regular Meeting  
June 9<sup>th</sup>, 2023  
300 Charles Street, Ridgway, CO**

CALL TO ORDER: President Sally Trapp called the meeting to order at 1:03 p.m.

PRESENT: Trustees – Julie Duff, Sandy Hennesy, Julie Herrmann, Jeff Pryor, Sally Trapp, Jenny Williams, and Library Director Amy Baer

APPROVAL OF MINUTES: Sandy moved that the board accept the minutes made by Julie Duff and Jenny Williams seconded the motion. Motion passed.

Next regular meeting will be September 8<sup>th</sup>, 2023 at 1 p.m.

PUBLIC COMMENTS: Julie Herrmann voiced her appreciation of the activities her granddaughters enjoyed while visiting the library. She noted that the staff was friendly and helpful.

FRIENDS OF THE LIBRARY UPDATE: Jenny Williams noted the successful attendance at the Family Fun Fest held at the library on June 3<sup>rd</sup>. Amy noted that over 300 people came into the library that day. Book Sale event raised \$226.00 by donation. Sally gave away 41 seed packets. Amy and Sally met with Jill and Jennifer to brainstorm ideas and collaborate. Friends has placed a form in the front hallway for people who may want to become involved with Friends in various ways.

**ACTION AND DISCUSSION ITEMS:**

1. Library Board Goals. Verified that library board emails are set up with one exception.
2. CliC Workshop meetings. Julie was able to listen to several and recommended some.
3. Art Agreement. Amy noted changes and additions as well as background for them. Amy explained the protocol involved in accepting each artist's submissions and the decision as to where the works are placed. Jenny suggested developing a criterion for selection and or rejection of art works

submitted. Jenny moved to approve the revised art show agreement. Julie Herrmann and Julie Duff seconded the motion simultaneously. Motion passed. If there is an issue and a board member's input is needed, an available board member will be asked to participate.

4. Trustee Job Description & Interview Questions. Sally presented a draft as a starting point to be adopted. Amy commented this would be great to have for anyone interested in a position on the board and to be placed on our website. Applicants must reside within Ridgway public library district. Jenny suggested we reference Colorado State Library qualifications. Jenny suggested we include "continually learn and improve," as part of the third desirable trait. Julie Duff made the motion to accept Ridgway Public Library Trustee Description as discussed. Jenny seconded the motion. Motion passed. Sally will send the approved description out and we will discuss it as an agenda item in September.
5. SB21-008. Jenny presented a draft of the Comprehensive Approach for Ensuring Safe Spaces for Children within the Ridgway Public Library. She gave background regarding the new law passed that opens up potential liabilities for staff of youth programs, if sexual abuse of minors occurs on their watch. How to address this within the library? The goal is to establish a safe environment within the library. Staff training may include appropriate action within an established code of conduct. New hires will now have background checks with fingerprints that will be sent to the state. Amy will present our work on this to Anna. Sally will work on staff training and Amy and Jenny will work on the code of conduct. The second area is about community awareness and expected patron conduct within the library. Possible to create materials for patrons and possible fliers. No action as this is a framework.
6. Staff Appreciation and Luncheon. July 15<sup>th</sup> is Janice's twentieth year working for the RPL. July 14<sup>th</sup> was seen as a good date for the luncheon between noon and 2 pm Wednesday, another day to do something as well. Something simple on Tuesday. Sally suggested gift cards. Julie Herrmann and Sandy will be on the subcommittee to present these ideas to the board.
7. Treasurer's Report: Regarding goals - Julie reminded us that we have an evaluation coming up in August for Amy. Sally suggested using the same format for review as with the six-month report. Sally will send this out in

July. Executive session to follow the September meeting. Income this month includes a \$200.00 donation received to purchase Dark Sky books for children's collection. Additional money came in from grants. Property tax revenues are coming in. Expenses include a larger landscaping bill in May than expected. We should not be over for the year. Health insurance went up. Regarding maintenance, we have spent over one half of the amount budgeted. We may be over budget on that, and we may need to expand the maintenance category next year. Overall, we are doing well. General reserves amount is approximately \$577,000.

#### 8. DIRECTOR'S REPORT:

Stats review: added a column for 'new library card' to stats list. We had lots of participation in children/teen programs during the month of May. Two classroom groups come to visit. (pre-k—2 classes together and 4th graders). Patron count overall was fabulous!

#### Maintenance Update:

- Gutters have been repaired on the east patio. Lawn maintenance has begun every Tuesday again.
- Native gardens are cleaned up, rock areas have been weeded and trees mulched to start the spring off well.
- Glass company has measured the 2 failed windows to be replaced. I am waiting for an estimate and will move forward once that is received. Contacted paint/drywall company to repair corner wall in meeting room & refinish/stain bench on east patio. Waiting to get on the schedule. Due to repair projects, I postponed window washing for later in the summer (mid-July).

#### Summer Reading:

- The program will run from June 8th - July 20th (see flyer for activities). Two reading programs for children through the summer (see flyers for information).

#### CDE Grant:

- I am almost done spending funds (last day June 30<sup>th</sup>) will submit paperwork in July.

### Donations:

- A donation of \$200 for Dark Sky/Constellation books. Patrons had me find books to select. We will make a display with books next week in the children's area. I have contacted the donors to let them know.

### Outreach:

- SMPA contacted me to discuss Dolly Parton Imagination Library and collaboration. They are in the early stages of learning and information. EcoAction Partners has a yearly membership @ \$120, which includes an audit for the building. Benefits: a resource to the community with information from their organization. They would also acknowledge the Ridgway Library on their website.
- Pride Event - Staff will attend and collaborate with Voyager and Ouray Library with activities (our library will provide button making, cornhole game and pre-packaged snacks).

### Summer Reading:

- Working with many businesses and organizations for summer reading (see flyer information)

### Volunteers:

- Doug and Sandy Cainwright have been working in the children's garden and planted wildflower seeds in two garden bed areas. Richard Tucker, Bruce Donogan and Dylan Baer assembled the pergola on April 21st and 22nd. I have purchased gift cards for their time as a thank you.

### BOCC:

- Sent trustee list to BOCC with current information including updated email addresses and current term limits.

### Ongoing Board Training:

- Handed out continuing board education to trustees to read over when they have time.

ADJOURNMENT: Sally Trapp moved that we adjourn the meeting at 3:02. Julie Duff seconded. Motion passed. Meeting adjourned.