

**September 8<sup>th</sup>, 2023**  
**Finalized Minutes**  
**Board of Trustees Regular Meeting**  
**300 Charles Street, Ridgway, Colorado**

**CALL TO ORDER:** Meeting called to order by president Sally Trapp at 1:11 PM

**PRESENT:** Julie Duff, Alison Etheridge, Sandy Hennessy, Julie Herrmann, Jeff Pryor (via Zoom), Barb Seelye, member at large Friends of the Ridgway Library, Sally Trapp and library director, Amy Baer.

**APPROVAL OF MINUTES:** Julie Duff moved to approve minutes from June 9, 2023. Sandy Hennessy seconded. Motion passed.

**NEXT MEETING:** October 13<sup>th</sup>, 2023 at 1:PM (Possible executive session to follow.)

**PUBLIC COMMENT:** No public comment.

**FRIENDS OF THE LIBRARY UPDATE:** Barb Seelye, member at large, reported their last meeting reviewed summer programs. Summer family event had a great turn out of over 100 persons and \$225.00 was raised during the book sale then and another \$400.00 was raised during August Ridgway Roundezvous book sale. Their commitment for 2024 to give the library \$20,000.00. Their next quarterly meeting will be October 11<sup>th</sup>, at which time a draft of their annual “ask” letter will be presented. It will include information that Amy is providing regarding the programs and accomplishments of the library. Next year’s family event will occur in June.

**ACTION & DISCUSSION ITEMS:** Sally reported that our goals are being achieved. She presented an addition to the Trustee Job and Interview Questions. The addition to qualifications for the director will include a “willingness to continually learn and evolve”. Sally proposed we accept the addition and Sandy seconded. The motion passed.

SB21008- Code of Conduct with Children. Amy shared the document that Jenny created with a member of the library staff. Staff recommended changing item #8 to say, “children under the age of 18,” as per state guidelines. The purpose of the document is to protect staff and library patrons. This document will be in our public policy. Alison moved we accept the document with these new changes. Sally seconded the motion and motion passed.

**TREASURER’S REPORT:** In the current year’s revenue, we are \$21,000.00 over what we budgeted. We received approximately \$11,000.00 from the county in August from property taxes. Our general fund has increased to approximately \$600,000.00. At this time, budgeted expenditures are over in Insurance & Bonds and in Maintenance & Repairs. We have adequate funds in our 2023 budget to cover these overages. In October and November, the budget for 2024 will be discussed. There will be a new line item called Bonuses. Alison, suggested that amount might be a percentage of payroll. There will be another line item for Adult Programming. Once discussions occur the final budget will be agreed upon in December.

**DIRECTOR’S REPORT – AMY BAER**

- **Building & Maintenance Update:**

- Lawn maintenance going well. Failed windows were replaced. Paint/drywall company has repaired corner wall in medium meeting room and refinished bench on east patio. Stucco is coming apart above old maintenance room and Skyline Roofing was asked for repairs estimate so we can keep money in reserve for future repair.

- **Statistics Report:**  
6000 patrons counted in August and over 500 wireless users as well. 47 people attended Storytime for biggest day so far. Voyager participated in craft time on Wednesdays and Summer reading all summer long. ILL/Swift has transitioned again and we are now lending our materials to larger libraries in the state and our patrons can borrow from them as well. Prospector allows us to borrow and lend within a bigger library source.
- **Summer Reading:** Great success with all presenters. Reading challenge for younger group saw 33 children completing level 1 and 12 completing all 4 levels. Older group: 45 children did scratch tickets and 3 children visited library 30 times which earned them a free Colorado Boy pizza.
- **Streamline:** viewing streamline onboarding video and will share with staff members to participate in uploading and managing site.
- **Outreach:** Ridgway Apiary made large book donation and about 35 books were selected to add to our collection. We now have a BEE Library in addition to our SEED Library. Within our non-fiction area there are now books with a sustainability sticker in collaboration with Sean Hart and **EcoAction Partners**.
- **Volunteers:** Doug and Sandy Canwright have worked in children's garden area to maintain it. A Ridgway senior will do work study hours in the library this school year. Richard Tucker put the playhouse back together after damage occurred and stabilized the children's lending library.
- **Grants:** Submitted CDE \$5,000.00 grant application children and YA materials to use the first half of 2024.
- **Internet and Email:** Ouraynet is going away as of October 31<sup>st</sup>. Kevin Rogers suggested Clearnetworx. There is considerable price difference if we want 1GB. Request for subsidy will be taken into account when applications reopen later this year.
- **Copier:** working on lease versus buy options to move forward. We have approximately 2,000 copies made per month.
- **Short Takes for Library Trustees:** will be offered to all public library directors, boards, and individual trustees. Information given to board. Amy will send email to board members.

**REPORT ON STAFF APPRECIATION:** Julie and Sandy reported on ways the board was able to show gratitude for great library staff.

**Meeting adjourned at 2:50 PM**