

**Ignacio Community Library Board of Trustees
Minutes of Regular Meeting
July 17, 2024**

I. Call to Order

Meeting called to order by Leila Baker at 6:01 p.m.

II. Roll Call

Present: Lovvis Downs-Glass, JoAnn Sloan, Dayna Talamante-Montoya, Leila Baker, Bryan Bagdol, and Liz VonTauffkirchen
Absent (Excused): Clark Craig

III. Approval of Agenda

Lovvis moved to approve the agenda; Bryan seconded. Votes: 5 for, 0 opposed.
Motion carried unanimously.

IV. Approval of May and June 2024 Minutes

Lovvis moved to approve the May minutes with the noted change. Bryan seconded.
Votes: 5 for, 0 opposed. Motion carried.

Dayna moved to approve the June minutes with the noted corrections. Lovvis seconded. Votes: 5 for, 0 opposed. Motion carried.

V. Public Input—None

VI. Unfinished Business

A. Draft of Changes to Employee Handbook

Liz presented a draft for changes on page 11 of the Employee Handbook regarding Accrual of Leave. Members discussed clarifying language. JoAnn moved to approve the changes to the Leave Policies and other alterations to the Handbook as discussed and read back by Liz. Lovvis seconded. Votes: 5 for, 0 opposed. Motion carried.

VII. New Business—None

VIII. Director's Report—Liz VonTauffkirchen

The Director's Report is located on the Members' laptops.

Liz reported that several grants have gone through. Money has already been received from the State in the amount of \$5,500.00.

Jayden is the new employee.

T-shirts were donated to the Library and given to all Staff. The extras are being used as prizes.

Book selection will begin again after Marcia returns.

Some computers are outdated, so some may be replaced by year end. The first VR Travel program (Italy) will be in August. This will be for adults only.

IX. Preservation Policy–Liz VonTauffkirchen

Liz explained that the best practice for a Digital Archive is to have a Preservation Policy in place. A volunteer will work on the metadata needed on the archive.

Lovvis moved to accept the ICL Digital Preservation Policy as presented. Bryan seconded. Votes: 5 for, 0 opposed. The motion was approved.

X. Treasurer’s Report--Lovvis Downs-Glass

Expense Report: Property Taxes seem to be low so far, but will be coming in with June payments.

Specific Ownership Tax and PILT are OK.

Insurance: Dayna asked about insurance. Lovvis replied that it's been paid for the year.

The Library is doing well with Revenues.

Expenses are only 45% for the first six months of 2024.

Credit Cards: No questions.

Payroll: Lovvis has some questions for Selina on Leave Hours, especially on the report for Marcia. Bryan asked about which holidays qualify for Holiday Pay and wondered if this should be revised in the near future.

P & L Statement: Dayna had a question on Unrealized Losses. Lovvis explained that it has to do with certain line items that are still to be paid, etc.

As of June 30, 2024, the Net Income = \$91,973.10.

Transaction Report: No questions.

Balance Sheet as of June 30, 2024: Total of all assets = \$2,131,026.24.

Dayna moved to accept the Treasurer's Report. JoAnn seconded. Vote: 5 for, 0 opposed. Motion carried.

XI. Open Discussion

Liz reminded the Board Members that they should not "Reply All" on emails, as that would constitute a meeting per Colorado law.

Dayna moved not to have a Board meeting in August. Bryan seconded. Votes: 5 for, 0 opposed. Motion carried.

XII. Adjournment

Hearing no objections, Leila declared the meeting adjourned at 7:23 p.m.

The next ICL Board meeting is September 19, 2024, at 6:00 p.m.

Claudia Foley submits the minutes to the Board of Trustees for approval.