

**Ignacio Community Library Board of Trustees
Minutes of Regular Meeting
February 21, 2024**

I. Call to Order

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

II. Roll Call

Present: Clark Craig and Dayna Talamante-Montoya via Zoom
Lovvis Downs-Glass, JoAnn Sloan, Leila Baker, Bryan Bagdol and Marcia Vining.

III. Approval of Agenda

JoAnn moved to approve the agenda; Bryan seconded. Votes: 6 for, 0 opposed. Motion carried unanimously.

IV. Approval of November 2023 Minutes

Bryan moved to approve the November minutes. JoAnn seconded. Votes: 6 for, 0 opposed. Motion carried.

V. Approval of January 2024 Minutes

Marcia pointed out an omission in her notes and asked for a correction. Clark moved to approve the January minutes with the correction. Leila seconded. Votes: 6 for, 0 opposed. Motion carried.

VI. Public Input—None

VII. New Business

A. Officer Elections

Chair—Clark Craig
Vice Chair—Leila Baker
Treasurer—Lovvis Downs-Glass
Secretary—Dayna Talamante-Montoya

JoAnn moved to accept the above candidates as the elected officers for 2024. Bryan seconded. Votes: 6 for, 0 opposed. The officers will be as listed above.

B. Employee Manual: Leave Accumulation

Marcia learned that Colorado State Law requires 1 hour of paid leave time must be given per 30 hours of work. Therefore, an appropriate change in the ICL Leave Accrual Policy must be made to page 11 of the Employee Manual.

(Dayna left the meeting at 6:27.)

Marcia changed the wording and read it back to the Members. Clark moved to accept the change to the Leave Accrual Policy as written. JoAnn seconded. Vote: 5 for, 0 opposed. Motion carried.

Bryan noted that current leave accruals in the Library's policy are not competitive with other libraries and suggested the policy be examined more closely. This and other changes to the Employee Manual will be discussed as an agenda item at the next meeting.

VIII. Unfinished Business

A. Marcia Leave Time

Marcia is not sure of the exact dates as yet, but feels it possibly will be the first part of June. A full discussion of this item will take place at the March meeting.

IX. Director's Report--Marcia Vining

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

Lovvis commented that Mother Read/Father Read looks like it is going well. Marcia responded that the program is currently run by Ron and will be expanding with long-term participants. Marcia will also be spending some extra time with this program.

Fire Department inspection/recommendations have been corrected.

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

A. 2023 Expense Report

Expenses came in almost \$80,000 below the 2023 budgeted amount.

Credit Cards: No questions.

Profit and Loss Statement: No questions

Payroll Summary: No questions

Transaction Report: No questions

Balance Sheet for 12/31/23: \$93,532.45

B. 2024 Expense Report

As of January 31, 2024, Expenses are high because the first payments of Property Taxes are not due until February 29th.

There was a question on the Equipment Expense amount, which was due to the Copy Machine replacement.

Interest Earned for January was \$9,233.88

Clark moved to accept the Treasurer's Reports for December 2023 and January 2024. JoAnn seconded. Vote: 5 for, 0 opposed. Motion carried.

XI. Open Discussion

Marcia reported an incident in the Library regarding an Emotional Support dog. Per ADA rules pertaining to Service Animals, as well as ICL Policy, Emotional Support animals are not covered under the current law. Marcia clarified this fact with the dog's owner and they reached an understanding.

Claudia invited everyone to the Durango Independent Film Festival, especially to the REEL Learning School Programs, which will be screened Tuesday, February 28th at the Ignacio Performing Arts Center.

Ron Schermacher popped in and reported that ICL's Maker Lab has been awarded \$2,000 as part of the University of Chicago Adult Maker Research Project.

XII. Adjournment

Lovvis moved to adjourn; Bryan seconded. Hearing no objections, Leila adjourned the meeting at 7:09 p.m.

The next ICL Board meeting is scheduled for March 20, 2024, at 6:00 p.m.

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