

**Ignacio Community Library Board of Trustees
Minutes of Regular Meeting
September 18, 2024**

I. Call to Order

Meeting called to order by Dayna Talamante-Montoya at 6:08 p.m.

II. Roll Call

Present: Lovvis Downs-Glass, JoAnn Sloan, Dayna Talamante-Montoya,
Marcia Vining and Liz VonTauffkirchen

Absent (Excused): Clark Craig, Leila Baker and Bryan Bagdol

III. Approval of Agenda

JoAnn moved to approve the agenda; Lovvis seconded. Votes: 3 for, 0 opposed.
Motion carried unanimously.

IV. Approval of July 2024 Minutes

Lovvis moved to approve the July minutes with the noted corrections. JoAnn
seconded. Votes: 3 for, 0 opposed. Motion carried.

Note: There was no August meeting.

V. Public Input—None

VI. Unfinished Business—None

VII. New Business

A. Meeting Room Policy

Members discussed the policy draft. Lovvis moved to approve the Meeting Room
Policy as presented. JoAnn seconded. Votes: 3 for, 0 opposed. Motion carried.

B. Updating Job Descriptions

Marcia explained that she is still working on this, as some Staff position
responsibilities have changed. She noted that a new Staff person will be needed to
help with Dewey.

This item is tabled until the next Board meeting.

C. Overview of Research Findings–Liz Von Tauffkirchen

Liz shared the research findings regarding Adults Using Maker Spaces. One of the libraries that participated is ICL. She shared some of the observations made by local patrons. One thing that has been learned is that many people are unaware of how many other services the Library offers. In response to a question by JoAnn, Liz showed that the locals involved in the focus group represented a very diverse demographic.

D. Payroll Worksheet–Marcia Vining

Marcia had the Members look at the preliminary payroll budget worksheet. She asked if COLA raises should be combined with merit raises. Lovvis is not in favor of doing both in light of the new leave policies. Lovvis suggested that it is easier to give employees bonuses. Member discussion leans toward being fiscally conservative and not needing to pull from ICL Reserves. More discussion of this topic will take place at future Board meetings.

E. Draft Budget Preview–Marcia Vining

Marcia noted that this year's Tax Revenues appear to be \$122,000.00 down from last year. She will do some research on what these revenues will actually look like.

Board members discussed the payroll worksheet. Marcia asked them to consider consolidating raises or separating them into COLA and Merit.

More clarification will come on software, insurance, and internet costs. We have requested quotes from internet providers.

There were no questions regarding the initial budget review.

VIII. Director's Report–Marcia Vining

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

Marcia thanked the board for the unpaid leave this past summer. No questions on the Director's report.

The Vampire Ball Halloween Murder Mystery will be held October 27 at 1:00 p.m.

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

No questions about July financials.

Expense Report: Computer Software is high because it has been paid for three years.

Postage and Freight: Marcia explained a lot has been shipped for the Mother/Father Read programs, some of which will be paid for by the Friends of the Library.

As of August, 57% of the Budget has been spent.

Leave Balance: Both Ron and Dixie are taking leave times.

Credit Cards: No questions.

Payroll: No questions.

P & L Statement: No questions.

As of August 31, 2024, the Net Income = \$98,901.96.

Transaction Report: No questions.

Balance Sheet = \$2,145,380.28, only down \$15,000.00 from last month.

Dayna asked about COTrust interest for July-August and was shown where to find the information on the report.

JoAnn moved to accept the Treasurer's Report. Dayna seconded. Vote: 3 for, 0 opposed. Motion carried.

XI. Open Discussion

JoAnn asked about Southern Ute Shared Services combining with three companies about the install of Broadband event this coming Friday.

Dayna inquired about e-mail shots. Marcia said people need to opt in to Mail Chimp to receive them.

Claudia shared information about the Durango Autumn Arts Festival this weekend and the Manhattan Short Film Festival, taking place at the Durango Arts Center on Sept. 26 at 4 and 7 p.m.

Liz reminded everyone that the next Virtual Reality Trip will be to India Thursday and Friday this week. She told the Members that Meta noticed ICL is doing VR programs.

XII. Adjournment

JoAnn moved to adjourn. Hearing no objections, Dayna declared the meeting adjourned at 7:22 p.m.

The next ICL Board meeting is October 16, 2024, at 6:00 p.m.

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