

**Ignacio Community Library Board of Trustees  
Minutes of Regular Meeting  
October 16, 2024**

**I. Call to Order**

Meeting called to order by Clark Craig at 6:09 p.m.

**II. Roll Call**

Present: Clark Craig, Lovvis Downs-Glass, JoAnn Sloan, Dayna Talamante-Montoya and Marcia Vining

Absent (Excused): Leila Baker and Bryan Bagdol

**III. Approval of Agenda**

Lovvis moved to approve the agenda; Dayna seconded. Votes: 4 for, 0 opposed. Motion carried unanimously.

**IV. Approval of September 2024 Minutes**

Lovvis moved to approve the September minutes. Dayna seconded. Votes: 4 for, 0 opposed. Motion carried.

**V. Public Input—None**

**VI. Unfinished Business**

**A. Budget Review**

Members discussed the 2025 proposed budget.

Equipment, Marcia is getting bids for servers, computers, etc.

Meraki: The budget is correct. Lovvis clarified that the Meraki amount will be spent by December 31.

Clark stated that Income Revenue should be made for the year. He has created a Cash Flow spreadsheet and noted the burn rate equals about \$44,000 per month.

Donations = \$3,000.00

Clark complimented Marcia and Lovvis on the budget process.

Public Comment on the 2025 Budget will be at the November 20th meeting. The Board will have a Special Meeting on December 11 at 10:00 a.m. to finalize the budget.

## **VII. New Business**

### **A. Internet Use Policy**

Members discussed the policy draft, which Liz submitted with some questions. Marcia and Liz will work on this further and bring another draft to the Board.

### **B. Job Descriptions**

The Members discussed proposed job descriptions for the below positions. Clark suggested that the same format be used for all job descriptions.

1. Groundskeeper—Members discussed some changes and clarifications, which Marcia made. JoAnn moved to accept the description as revised. Dayna seconded. Votes: 4 for, 0 opposed. Motion carried.

2. Library Assistant—Members discussed minimum wage. Dayna moved to accept the description with the stipulated amount. JoAnn seconded. Votes: 4 for, 0 opposed. Motion carried.

### **C. Employee Health Insurance Discussion**

Marcia reported that the current CEBT employee health insurance costs will double in 2025. She explained that the employees' costs will double. Marcia has given the Members information that she has learned about other area libraries' employee plans. Most of the other libraries give employees a stipend, which they are expected to use toward their own choice of health insurance. When Marcia asked the Staff if they are content with the CEBT plan, they indicated that they are not. Marcia noted that if ICL wishes to renew the CEBT plan, they must do so by October 31st.

The Members discussed the options for the Library's contribution to employees toward health insurance. ICL currently contributes \$500 per month for each full time employee. Clark asked for Marcia's suggestion. She feels maybe \$50 additional per month will be doable under the budget. This amount would help cover the fact that the stipend would be taxed. Lovvis asked about other insurance options. Marcia thinks that this may be the best one. The stipend would start taking place January 1, 2025. The Members discussed looking into other employee health insurance plans between now and the end of this year. Another option is for employees to choose their own health insurance plans.

Dayna moved to withdraw ICL from the CEBT Employee Health Insurance Policy effective January 1, 2025. Lovvis seconded. Votes: 4 for, 0 opposed. Motion carried unanimously.

### **VIII. Director's Report--Marcia Vining**

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

#### **A. CALCON Review**

Marcia reported that Liz, Dorothy and Helen attended this Colorado Libraries Conference. Such conferences allow a great opportunity for networking. Libraries share information about services and programs. Liz attended some Patron Services presentations that were quite useful, especially about displaying books and informing patrons about the Library of Things collection available for check-out.

#### **B. Other Items**

Sunnyside District is interested in using Dewey's services.

Marcia noted that Shared Services is supplying ICL with some computers for public use.

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

Expense Report through 9/30: No questions.

Leave Balance: Some employees haven't used all their available leave time. Marcia will double check the numbers, as some on the report don't make sense.

Credit Cards: No questions.

Payroll: No questions.

P & L Statement: No questions..

Transaction Report: No questions.

Balance Sheet: Lovvis expects Interest to go down a bit.

JoAnn moved to accept the Treasurer's Report. Dayna seconded. Votes: 4 for, 0 opposed. Motion carried.

### **XI. Open Discussion**

Dayna needs a time from Marcia for the Chautauqua Speaker, Rosie the Riveter.

Dayna noted that the Middle School Science Fair is December 18th. She would like the Library represented at this event.

Clark reminded everyone that the Dancing Spirit Grand Opening will be October 5th from 5-7 p.m.

Clark also reported that the Town of Ignacio is working on the 2025 Budget. Regarding Affordable Housing: Five units have been completed, and should be in by mid-December. There will be 10 total units.

The Colorado Insurance Commissioner was in town last week. Hailstorms are the main driver for insurance increases. Effective January 1, 2025, Colorado will offer Catastrophic homeowner's insurance, but people won't be able to have other coverage they can use if they collect from this insurance.

## **XII. Adjournment**

Dayna moved to adjourn. Hearing no objections, Clark declared the meeting adjourned at 7:39 p.m.

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

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