

**October 13<sup>th</sup>, 2023**  
**Board of Trustees Meeting**  
**300 Charles Street, Ridgway, Colorado**

**CALL TO ORDER:** Meeting called to order at 1:12 pm by President Sally Trapp.

**PRESENT:** Trustees: Julie Duff, Alison Etheridge, Sandy Hennessy, Sally Trapp, Jenny Williams, and Library Director, Amy Baer

**APPROVAL OF PRIOR MINUTES:** Jenny moved to accept the minutes as presented and Sally seconded the motion. Motion carried.

**NEXT MEETING:** November 10<sup>th</sup>, 2023 at 1:00 pm (Note – executive meeting to follow).

**PUBLIC COMMENTS:** No public comments

**FRIENDS OF THE LIBRARY:** Friends are currently working on the letter to request donations.

**ACTION AND DISCUSSION ITEMS:**

1. Amy addressed Code of Conduct with Children policy with staff member. Item #6 is proposed to read: 6. “Staff shall respond to children with respect and consideration. All children shall be treated equitably, regardless of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, religion, socioeconomic status, or culture.” Sally moved to accept the revision and Julie seconded the motion. Motion carried.
2. Discussion for director annual review date was set for November 10<sup>th</sup>, 2023. Discussion will occur during executive session following the regular meeting.

**TREASURER’S REPORT:** Julie led the discussion and presented the first review of the 2024 draft budget. The board will review the draft budget again at the November meeting. Motions for accepting the budget, with changes, will take place at the December board meeting. At that time, the board will need to accept and approve the final budget.

Please note that there are 3 separate accounts for the library: a general fund, a building improvement fund and an Alpine Bank account which is used for daily operating expenses. All of these earn interest.

**REVENUES:**

The current draft budget has more revenue than expenses due to Property Tax increases, therefore the library will be doing a temporary tax credit back into the account. Julie and Amy received the form to fill out from Dickson Pratt. They have reviewed it and will complete it once we have the final assessment from the county. Other item of note – Friends of the Library’s estimated donation for 2024 is \$20,000.00.

**EXPENSES:**

Total expenses at this point are \$409,173.00, an increase from 2023.

Personnel Expenses increased (\$18,873)

- Includes annual merit increases in Regular Salary
- A new Bonuses category was added, which used to come out of Regular Salary. The draft budget had \$6,000 which is just over 3% of total salary. Board discussion agreed to this new category.
- Substitute salary decreased based on 2023 experience.
- Workers Comp decreased also based on 2023 experience,
- Employee insurance costs increased by 5% (\$3,000)
- A new Employee Education category was discussed. No amount was determined as Amy is researching this and looking at other libraries who provide support for ongoing education for employees. Further discussion will ensue at next board meeting.

Professional Services increased (\$1,392)

- Slight increase in cost of the annual audit and in bookkeeping.
- Increase in Cataloguing/Computer Services and Landscaping

#### Operating Expenses increased (\$13,750)

- Advertising budget increase was discussed with a suggested amount of \$5,000.00 for promoting events and creating a brochure/flyer for the library.
- Adult Programming category was added with a suggested amount of \$2,000.00
- Dues and Membership increased slightly to cover the cost of American Library Association.
- Insurance for building and liability increased (\$1,000.)
- Internet costs increase (\$1,800.) to cover ClearNetworx fee of \$250. monthly vs. previous cost of Ouraynet. Also need to include cost for Streamline to be in compliance – monthly fee of \$120. Board member Jenny Williams will work with library staff on the costs and also improving the website. The name of this new item will be Internet/Website.
- Maintenance and Repairs increased due to 2023 experience
- Office Equipment decreased as we now own our equipment.
- Telephone costs are decreasing due to move to ClearNetworx in 2024
- Utilities increasing due to increased costs of natural gas and electric.
- Contingencies increased with a standard 3% of Property Tax and will decrease when we get final assessment amount.
- Subscriptions increased slightly
- Legal fees amount was discussed to increase to \$5,000 to cover 20 hours of legal work.
- Capital Outlay remained the same.
- Building Improvement has nothing budgeted and board discussed the Skyline re-roof estimate of \$51,750. Those funds will come from Building Improvement Fund which has \$53,230. Julie recommended we move an additional \$10,000 from the General Fund for any additional or unexpected expenses. President Sally Trapp vetted the Skyline Restoration & Roofing estimate and will reach out to them with additional questions.

#### **DIRECTOR'S REPORT: Amy Baer**

- Building and maintenance update included stucco repair and the upcoming repair on the east side gutter.
- Roof repair is being considered and an estimate has been received from Skyline Restoration & Roofing as previously discussed within the budget report.
- Stats report found that a comparison of adult circulation numbers (12,065) and juvenile circulation (12,836) to be nearly equal.
- 490 solar eclipse glasses were given out to the community prior to the annular eclipse. Betsy and Renee hosted an event during the eclipse with coffee and tea. School activities involved kindergarten through middle school science.
- Betsy is being trained for the Streamline project.
- We have a new volunteer who is helping in the children's area. She is a retired teacher.
- The senior high school student who is doing work study is doing very well with a regular schedule of five hours per week.

#### **FUTURE AGENDA ITEMS: Sally Trapp**

Agenda item for next meeting to include setting a date for the board retreat.

#### **Meeting Adjourned by President Sally Trapp at 3:32**

Jenny moved to adjourn and Sally seconded the motion. Motion carried.