



**MEETING MINUTES
RIDGWAY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
Friday February 2, 2024 at 1:00 p.m.
Ridgway Public Library
300 Charles Street**

The meeting was called to order at 1:05 PM.

Attendees: Trustees: Julie Duff, Alison Etheridge, Dee Moore, Heather Patterson, Sally Trapp. Julie Herrmann and Jenny Williams were not able to attend, Library Director: Amy Baer and Friends of the Ridgway Library President: Jill Hepp

Approval of Prior Minutes: Dee Moore moved to approve the minutes from January 5, 2024 meeting and Julie Duff seconded, the motion passed unanimously.

Next Meeting: Thursday March 14, 2024 at 1:00 p.m.

Public Comments: There were no public comments

Friends of the Library Update: Jill Hepp gave the update. FOL are looking to fill 2 open board positions, they meet 4 to 5 times a year and do some events. Jill has a few names, but asked for other possibilities. FOL received about \$25,000 from the annual appeal plus another \$5,000 from used book sales and City Market donations, which shows the amount of community support there is for the library. The plan is to present the library with a \$30,000 check after Friends has had their first meeting and approved their budget for 2024. Jenny Williams has been working with Jill on integrating the FOL web site into the library's new website so everything will be in one place. FOL plan to have one event for adults in 2024 and bring an author in for a talk. There was lots of discussion of the type of author, logistics, possibly collaborating with another organization, etc.

Action and Discussion Items:

1. Welcome new board members. Dee Moore and Heather Patterson were welcomed to the Board of Trustees.
2. Elect Board of Trustees positions for 2024. The duties of some of the trustee positions were discussed. Dee Moore nominated Sally Trap for President and Alison Etheridge seconded it the motion passed unanimously. Julie Duff nominated Heather Patterson for Vice President and Alison Etheridge seconded, the motion was passed unanimously. Sally Trapp nominated Julie Duff for Treasurer, Dee Moore seconded and the motion passed unanimously. Heather Patterson nominated Dee Moore for Secretary and Sally Trapp seconded, the motion was passed unanimously

3. Review board notebooks. The notebooks were reviewed focusing on the roles and responsibilities of the Trustees and a review of the Sunshine Laws, emails and meeting requirements
4. Setting agenda items for retreat. Many ideas of agenda items were discussed including training, goal setting and strategic planning. Amy Baer discussed the CLiC seminars that were taking place today and will share the agenda and the link to the seminars which includes good information on how to approach strategic planning. It was decided to break the retreat into 2 different sessions. The first will focus on training to be facilitated by Sharon Morris and be on March 21 or 22 depending on her schedule. The second will be April 11 and will focus on brainstorming and goal setting.

Treasurers Report - Julie Duff

- Budget – review 2024 adopted budget. There was a quick review of the 2023 and 2024 budget and some background of the budget for the new board members.

Director's Report - Amy Baer

- Streamline website – highlight a few items including adult book challenge.
- new employee – Carol Harrold joined the staff on February 1st Will work on Mon, Th and every other Saturday and sub, when available. She will be managing the seed library and more as time goes along.
- budget documents & audit exemption – filed annual budget to DOLA and it has been accepted and approved. Audit exemption is completed and I will pick up documents from the accountant on Monday February 5th, then submit to Colorado State Auditor via certified mail.
- CDE grant – completed orders for items and will finish processing paperwork next week. Focused on building juvenile non-fiction collection, adding to and completing various book series in the Juvenile, Tween and YA areas, purchased wonderbooks and a few launchpads, purchased magnetic tiles with numbers and letters for the children's area. Any additional money still left I will probably get children's puzzles for check-out, which has been very popular.
- BOT list with titles to county commissioners – review trustee list with term and officer position and I will turn in next week.
- CLiC Workshop – going on now! Recording will be available later in the month.
- Director meeting in GJ on May 16th-May 17th – Plan on attending. I believe CLiC will pay for my hotel, since I wasn't able to attend last year.

Future Agenda Items. March agenda will include discussion on the Employee education policy for the library.

Adjournment Sally moved to adjourn the meeting at 3:00 and the motion passed unanimously.

The Board reserves the right to add or delete items of business and to change the order of business as needed. The Board welcomes public participation in the meetings. If specific accommodations are needed, please contact the Director, Amy Baer, (970)626-5252 or email abaer@ridgwaycolibrary.org at least 24 hours in advance of the meeting.