1. **Call to Order.** President Koontz called the meeting to order at 4:04 pm.

2. **Roll Call:** Gayle Davidson, Louise Fierro, Paul Frazier, Esther Koontz, Teresa Shishim, Kathy Steckel (not present), Sue Whittlesey, Laura Earley
   
   **Staff present:** LaDonna Gunn, Kelsy Dysart

3. **Agenda.** Motion to accept the agenda, Whittlesey. Fierro 2nd. Motion passed.

4. **Reports**
   
   a. **February 2023 Financial Reports – Sue Whittlesey.** Whittlesey gave an overview of the financials. Motion to accept the February 2023 financial statements, Whittlesey. Fierro 2nd. Motion passed.
   
   b. **District Director’s Report – LaDonna Gunn.** **Staffing:** Gunn is in the process of revising library job descriptions, considering temporary positions in administration, and reviewing management job descriptions. Managers continue to interview candidates. **Community Education:** No updates. **Physical Location-Sustainability Plan:** West Elk Mine conducted an energy-savings project and enlisted Brad Burritt of Empowered Energy Systems to create a proposal for solar panels on the libraries. Cedaredge Library was selected, and panels will be installed in May or June. The Cedaredge Foundation is aware of their role as a model and informational resource for other Delta County communities. **Board Governance:** 1) A list of library events is shared with the Board each month and the trustees are encouraged to visit the website to stay aware of library events and programs. The addition of passwords for library cards is an example of a major event and requires a lot of staff time. 2) Trustee Training – According to the Colorado Public Library Board and Trustee Handbook, complaints are the responsibility of library staff and District Director, while it is the Board’s responsibility to protect and defend the right of intellectual freedom. Gunn also summarized the Privacy of User Records CRS 24-90-119, Colorado Privacy Law, and Library Card Borrowing Policy.
   
   c. **Delta Library Building Project Report – LaDonna Gunn/Laura Earley**
      
      i. **Construction Update.** The expected completion date is still the end of April, beginning of May. All furnishings for the library are on schedule. No updates on the construction of shared spaces.
      
      ii. **Operations Agreement with City of Delta.** The Operations Agreement was intended to be a dynamic document because there is some uncertainty of how best to handle operations of the shared space. Motion to accept agreement, Whittlesey. Davidson 2nd. Motion passed.

   d. **DCL Foundation Report – Laura Earley:** The Foundation has some prospective new members. There is enough money for continued education assistance and the Summer
Reading Program, if needed. The only fundraiser planned for 2023 is the Delicious Orchard’s concert series and Amazon ended its AmazonSmile program.

5. Continuing Business
   a. Board Governance – Esther Koontz
      i. Parliamentary Procedures. These procedures will be a guideline for conducting meetings.
      ii. Conflict of Interest Disclosure. A document to disclose any potential conflicts of interest. Trustees are required to fill out and return to Gunn.
      iii. Values – Community. During the Strategic Planning retreat, the Board selected several values, one of which is “community.” For National Library Week, Koontz would like to see a Patron Appreciation Day at each library in order to thank the communities for their support. Koontz also asked the Trustees to show their appreciation to library staff on, or around, Librarian Day (April 17).

6. New Business
   a. Memorial Hall Lease – LaDonna Gunn. Because of an increase in their liability insurance, the Memorial Hall Board is requesting that the Hotchkiss Library pay more rent. This would require updating the lease, so Gunn suggested that the Library Board authorize her to make a one-time donation to Memorial Hall. Motion to authorize Gunn to issue donation of $306 to Memorial Hall, Shishim. Davidson 2nd. Motion passed.

7. Consent Agenda. Motion to approve consent agenda, Whittlesey. Shishim 2nd. Motion passed.
   a. Minutes – February 22, 2023
   b. Library Report to Board – March 2023
   c. DCL Foundation January 2023 Financial Statements


9. Board Member Comments. Whittlesey reviewed past audit reports. Regarding the Strategic Planning Retreat, Earley was impressed with the process while Fierro believes that continued results will be evident and is happy the community is involved. The Strategic Plan will be made publicly available in the near future.
10. **Adjourn.** The next Board Meeting is Wednesday, April 19 at Hotchkiss Library at 4:00 pm. Motion to adjourn, Fierro. Whittlesey 2nd. Motion passed. Koontz adjourned the meeting at 5:14 pm.

Approved this 19th day of April, 2023:

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Louise Fierro, Recording Secretary, DCPLD Board of Trustees