Delta County Public Library District
Board of Trustees
Wednesday, June 21, 2023, 4:00 p.m.
Meeting Minutes

1. **Call to Order.** President Koontz called the meeting to order at 4:02 pm.

2. **Roll Call:** Gayle Davidson (arrived 4:08pm via Zoom, left meeting early due to Host’s technical difficulties), Louise Fierro, Paul Frazier, Esther Koontz, Teresa Shishim, Kathy Steckel, Sue Whittlesey, Laura Earley
   
   **Staff present:** LaDonna Gunn, Kelsy Dysart

3. **Agenda.** No changes.

4. **Consent Agenda.** Motion to approve consent agenda, Whittlesey. Fierro 2nd. Motion passed.
   a. **Minutes – May 17, 2023**
   b. **Library Report to Board – June 2023.**

5. **Reports**
   a. **May 2023 Financial Report – Sue Whittlesey.** Whittlesey gave a report on the financial statements from May. Motion to approve the appropriation report and accept the May 2023 financial report, Fierro. Shishim 2nd. Motion passed.
   b. **District Director’s Report – LaDonna Gunn.** Board Governance: Gunn gave an overview of the Colorado Public Library Standards for Services and Programming. The District is not able to meet the standards for programming due to staffing shortages and is, therefore, missing a large part of the service population. Gunn also gave an overview of the statistics presented at the Marmot Council for Library Directors. Some of the key statistics included borrowing and lending, use of e-resources, and blocked cyber security threats. Staffing: The District received sixty applications for fifteen open positions. After two rounds of interviews, four positions were filled – two in Delta, one in Cedaredge, and one in Hotchkiss/Crawford. Physical locations: Gunn met with the Crawford Community Task Force to discuss financial responsibilities of the Crawford Library and facility use. Members of the Paonia Friends and Crawford Community Task Force met with Cedaredge Library Foundation to learn more about funding Library buildings. Gunn met with Paonia Friends to share the Board’s position for sustaining the Paonia Library building.
   c. **Delta Library Building Project Report – LaDonna Gunn/Laura Earley.** A tour for the Board was scheduled for Wednesday, June 28 at 3:30pm. Gunn’s report included updates on permanent placement for the book returns, pick up of shelves from Wilkinson Public Library, furniture, and a punch list. Gunn continues to work with City Manager, Elyse Casselberry, on funding and staffing for the Innovation Workspace.
   d. **Board Committee Reports.** None.
e. **DCL Foundation Report – Laura Earley.** Earley reported that the Foundation’s fundraiser at Delicious Orchards went well but has not been informed of how much was raised. The Foundation will meet again in August. Motion to accept the Foundation report, Shishim. Frasier 2nd. Whittlesey abstained. Motion passed.

6. **Continuing Business.** None.

7. **New Business**
   
a. **Authorize Amazon Business Credit Card.** In December 2022, Amazon stopped invoicing. Administration staff tried using alternative methods to order supplies but are struggling to fill library orders. The management team would like a credit card dedicated to Amazon purchases. Frasier made a motion to authorize a credit card for Amazon with District Director, Board Treasurer, and Board President as authorized signers. Steckel 2nd. Motion passed.


9. **Board Member Comments.** Koontz gave an overview of the Special Districts Association workshop she recently attended and suggested that the Board update their by-laws to include a clause on emergency meetings. Steckel requested direction from the Board concerning buildings owned by the District. The Board scheduled a special meeting to discuss the sustainability of District owned buildings for Wednesday, July 5 at Hotchkiss Library at 4:00 pm.

10. **Adjourn.** The next regular Board meeting is Wednesday, July 19 at Crawford Library at 4:00 pm. Motion to adjourn, Fierro. Shishim 2nd. Motion passed. Koontz adjourned the meeting at 5:50 pm.

**Approved this 19th day of July 2023:**

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Louise Fierro, Recording Secretary, DCPLD Board of Trustees