Delta County Public Library District
Board of Trustees
Wednesday, July 19, 2023, 4:00 p.m.
Meeting Minutes

1. **Call to Order.** President Koontz called the meeting to order at 4:03 pm.

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

3. **Agenda.** Add “approve capital expenditure for the Crawford Library building” under New Business, item c. Move “Discuss July 5, 2023, motion to continue ownership of Crawford and Paonia Library buildings” to Board Comments, item a. Motion to accept the agenda changes, Koontz. Whittlesey 2nd. Davidson opposed. Motion passed.

4. **Consent Agenda.** Move “Special Meeting Minutes – July 5, 2023” from consent agenda for further review. Motion to approve consent agenda as amended, Steckel. Whittlesey 2nd. Motion passed.
   a. **Regular Meeting Minutes – June 21, 2023**
   b. **Library Report to Board – July 2023**

5. **Special Meeting Minutes – July 5, 2023.** Change the time that Davidson arrived. Fierro made a motion to change content in Board Comments to “general comments were made as the Board continued discussion.” Steckel 2nd. Shishim opposed. Davidson abstained. Motion passed.

6. **Reports**
   a. **June 2023 Financial Report – Sue Whittlesey.** Whittlesey gave a report on the financial statements from June 2023. Board discussed. Steckel made a motion to allow the Board of Trustees to see every expenditure that is made each month, if they desire, for the purpose of financial oversight. Fierro 2nd. Shishim and Davidson opposed. Motion passed. Motion to approve the check detail and June 2023 financial reports, Whittlesey. Steckel 2nd. Motion passed.
   b. **District Director’s Report – LaDonna Gunn.** Staffing: The District has hired five employees and two additional offers are pending. Management continues to review applications and interview candidates. Communications Coordinator, Tracy Ihnot, has resigned. Sustainability: The liability claims concerning the Paonia Library parking lot require all parking blocks to be replaced. Board Governance: The District has taken advantage of a Colorado Library Consortium discount on ReciteMe, a user-friendly software that will aid in the compliance of HB21-1110. Gunn gave a demonstration of ReciteMe and an overview of the back-end tool.
   c. **Delta Library Building Project Report – LaDonna Gunn/Laura Earley.** Earley reported that the Delta Library’s soft opening was today. The grand opening is delayed until the Innovation Workspace is furnished. Gunn added how hard staff has worked and that there are still punch list items to complete. Koontz requested that Commissioner Don Suppes be acknowledged at the grand opening.
d. **Board Committee Reports.** Policy Review Committee: Steckel reported that the committee has reviewed the policies requested. The HR policies are complete. The financial policies need minor updates but are not urgent. A public records policy is needed. The Committee will review operations policies as they receive them from Gunn. Crawford Community Task Force: Steckel and Whittlesey met with the Crawford Community task force to discuss the decision made at the special Board meeting on July 5, 2023. The task force requested right of first refusal for the Crawford Library building, a separate space for after-hours use, and more open hours.

7. **Continuing Business**
   a. **Authorize Increase of Bank of Colorado/Pinnacle Bank Business Credit Card.** Gunn was unable to apply for an Amazon Business credit card because it required personal information and requested to increase the limit on the Bank of Colorado credit card account to purchase supplies from Amazon. Motion to increase the credit limit on the Bank of Colorado credit card account to $15,000, Whittlesey. Shishim 2nd. Motion passed.

8. **New Business**
   a. **Accept 2022 Audit Report.** There were no issues with the 2022 audit report. Motion to accept the 2022 audit report, Fierro. Shishim 2nd. Motion passed.
   b. **Approve Amended Bylaws.** Koontz made a motion to move this item to the August Board meeting agenda. Steckel 2nd. Motion passed.
   c. **Approve capital expenditure for the Crawford Library building.** There have been complaints from patrons and staff regarding an odor in the building. The District’s maintenance contractor and Snipps found that the system lacks outside air exchangers. Snipps submitted a bid. Motion to authorize Gunn to spend $8,800 in capital expenditures for outside air exchangers in the Crawford Library, Whittlesey. Steckel 2nd. Motion passed.


10. **Board Member Comments.** Whittlesey recognized Mary Hockenbery for donating time and funds to the landscaping in front of Hotchkiss Library. Earley announced that this is her last Board meeting as ex officio. Steckel requested meeting agendas to be handed out to the public in attendance.
    a. **Discuss July 5, 2023, Motion to Continue Ownership of Crawford and Paonia Library Buildings.** Davidson expressed concerns about the validity of the motion on building ownership and its impact on revenue and funds diverted from personnel. Earley suggested that the District Foundation might be able to provide a viable solution.
11. **Adjourn.** The next Board Meeting is Wednesday, August 16 at Delta Library at 4:00 pm. Motion to adjourn, Fierro. Steckel 2nd. Motion passed. Koontz adjourned the meeting at 6:14 pm.

**Approved this 16th day of August 2023:**

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Louise Fierro, Recording Secretary, DCPLD Board of Trustees