Delta County Public Library District
Board of Trustees
Wednesday, February 21, 2024, 4:00 p.m. at Crawford Library

Regular Meeting Minutes

1. **Call to Order:** President Koontz called the meeting to order at 4:14 p.m.

2. **Roll Call:** Gayle Davidson, Louise Fierro, Paul Frazier, Esther Koontz, Teresa Shishim (absent), Kathy Steckel, Sue Whittlesey
   
   **Staff Present:** LaDonna Gunn, Arial Smith

3. **Agenda:** Motion to approve the agenda by Whittlesey. Steckel 2nd. Motion Passed

4. **Consent Agenda:** Motion to approve consent agenda, Fierro. Whittlesey 2nd. Motion passed.  
   a. **Regular Meeting Minutes – January 17, 2024**
   b. **Library Report to Board – February 2024**

5. **Reports**
   b. **District Director’s Report – LaDonna Gunn:** 
      - **Education:** CLIC follow up training – Koontz requested follow ups to be outside of regular board meetings. Follow up(s) will be held in a work session format 30 minutes before regular board meetings for the following dates: 30 day (3/20 in Cedaredge): Anna will have an article emailed in advance to board members and she will facilitate via zoom. 60 day follow up (4/17 Hotchkiss): Anna will facilitate in person. 90 day follow up (5/15 Paonia): Anna will facilitate via zoom for board self-assessment process. Trustee check-ins start 3/4/24. Board members need to confirm with Gunn ahead of time for scheduled meeting time(s) (in person, call, or zoom meeting options are available). **Values and fiscal responsibility:** 5-year plan is in process with Kelly Johnston. Gunn reported that Johnston will finish going through the remainder of the financial reports with the board at a later scheduled date. **Vision mission values:** Delta Innovation Workspace: Grand Opening event was scheduled for 10am-2pm. Nearing the 2:00 p.m. mark Delta Library had 677 people through the door and by the end of day, there were a total of 760 people that came through the doors that day. Community needs strategic plan update: the district is on schedule to complete analysis within the first quarter (end of March) and begin implementing the plan in the second and third quarters. Gunn will have an updated plan by the April board meeting. **Staff, recruiting, retention:** Position updates: West End Manager position, Adult Programming position (Delta), and the Children’s Programming position (Delta) have been filled. Pending positions include Cedaredge Library Assistant-Circulation (full-time 36 hours), and Delta Library Assistant-Circulation position (full-time 36 hours).
Open positions include the following: Cedaredge Children’s Programming, Adult Literacy, Crawford/Hotchkiss STEM/Maker Programmer (part-time 22 hours) and Paonia Library Assistant-Circulation (part-time 18 hours). The District advertising push will start next week. Retention: Increasing/decreasing hours of operation are decisions made by the management team. Library Managers know their staff and their staff’s limits when it comes to operating at additional hours. It is the Manager’s decision to decide to open additional days or not based on staff capabilities. Final decisions rest with Gunn, however, Gunn uses a team management decision making model so that everyone agrees before implementing decisions.

c. **Board Committee Reports:** Phishing attempt made in Koontz’s name. The library security system stopped the attempt.

6. **Continuing Business**

7. **New Business**

8. **Public Comments:** No public comments

9. **Executive Session – District Director Contract Negotiation (C.R.S. §24-6-402(4)(e))**: Louise moved that the board adjourn to executive session to determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators for the purpose of discussing the District Director contract pursuant to 24-6-402(4)(e) of the Colorado Revised Statutes. Kathy 2nd. Koontz called for a vote. All in favor of proceeding. Regular session ended at 4:45 p.m. The executive session began at 4:45 p.m. Motion to adjourn the executive session, Fierro. Davidson 2nd. Motion passed. The executive session ended at 5:39 p.m. Regular session resumed at 5:39 p.m.

10. **Adjourn**: The next regular Board meeting is Wednesday, March 20, 2024, at Cedaredge Library at 4:00 p.m. Motion to adjourn, Steckel. Davidson 2nd. Motion passed. Koontz adjourned the meeting at 5:39 p.m.

Approved this 20th day of March 2024:

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Louise Fierro, Recording Secretary, DCPLD Board of Trustees