Delta County Public Library District
Board of Trustees
Wednesday, April 17, 2024, 4:00 p.m. @ Hotchkiss Library

Regular Meeting Minutes

1. **Call to Order:** Koontz called the meeting to order at 4:03 p.m.

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

3. **Agenda:** Motion to approve the agenda by Shishim. Steckel 2nd. Motion passed.

4. **Consent Agenda:** Motion to approve consent agenda, Shishim. Frazier 2nd. Motion passed.
   a. Regular Meeting Minutes – March 20, 2024
   b. Library Report to Board – April 2024

5. **Reports:**
   a. **March 2024 Financial Report – Sue Whittlesey:** Whittlesey reported on financials. Board discussed financials. Whittlesey plans to review previous months payroll for discrepancies. Under Colorado’s Public Deposit Protection Act, the District’s funds held in Colorado Trust and Bank of Colorado that are over $250,000 are protected if the bank should close. Motion to approve the March 2024 financial statements and Bills & Payments report, Fierro. Davidson 2nd. Motion passed.
   
   b. **District Director’s Report – LaDonna Gunn:** Values—Education: The last CliC follow up training is set for May 15, 2024, at 3 p.m. at Paonia Library. Colorado State Backfill: Gunn advised that the return is at a rate of 90% and the Library District will be receiving $195,614.00 due to Senate Bill 22-238 and 23B-001. **Staffing—Recruiting and Retaining:** Orientation for two new hires is happening next week. Gunn provided updates on filled positions, open positions, and newly opened positions. **Physical Locations:** Delta Library Innovation Workspace: Gunn provided an update on the Proximity reservation software. The library and the City are working to resolve reservation issues and have suspended this service until issues can be resolved. Paonia Library South Slope Drainage Project: Ad for Excavation quotes going out in the papers. There will be a mandatory site visit on April 30th. May 7th is the deadline for submitting excavation proposals. Crawford Library South Side Vegetation and Irrigation Project: Gunn reviewed budget with respective parties and have produced a new design based upon the budget. All existing irrigation leaks will be addressed during the spring start up as well as seeing if new tubing and/or lines are needed. Planting is planned for May.
   
   c. **Board Committee Reports:** None

6. **Continuing Business**
   a. DCL Strategic Plan
• Review Draft Response to Budget/Forecasting Questions:
  • Schedule Dates for Strategic Planning Work Sessions – Proposed Timeline
    • Work session to draft Board responses to budget/forecasting questions. Tentative dates: Wednesday afternoon, April 24, or Thursday afternoon, April 25. Work session will commence on April 25, 2024, at 3:00 p.m. at the Hotchkiss Library. Fierro will attend via Zoom. Davidson will be absent.
    • Regular Board meeting for Kelly Johnston to present Financial Forecast with options. Date: Wednesday, May 15. The Board will discuss a timeline next week at the work session.
    • Work session for follow-up by Kelly Johnston, if necessary, on proposed Financial Forecast and to draft Strategic Plan. Tentative dates: late May or early June. Koontz requested availability dates from Davidson for the months of May and June.
    • Regular Board meeting to review and adopt Strategic Plan. Date: Wednesday, June 19.

7. New Business:
   a. Review Public Library Annual Report: Gunn provided public handouts with the generated reports, and these will be available at each library location for the public. The board discussed analyzed data. The target moving forward is to increase actual active users. Gunn invited board members to look at the reference question data. Shishim offered advice in putting the Annual Report on our social media outlets for the community to see.
   b. Adopt Volunteer Policy: Motion to adopt the Volunteer Policy, Shishim. Frazier 2nd.

8. Public Comments: Susan Hansen (Crawford)—asked if there were any rumblings from the governor about the HH Failure. Commented on the strategic plan statistics from 2023 and would like a report on success self-assessments during that fiscal year. Hansen gave advice on including a footnote with explanatory details that Gunn had provided for the board on the Annual Report. Michelle Specht (Crawford)—She would like to see the updated volunteer policy.

9. Adjourn: The next regular Board meeting is Wednesday, May 15, 2024, at Paonia Library at 4:00 p.m. Motion to adjourn, Fierro. Steckel 2nd. Motion passed. Koontz adjourned the meeting at 5:16 p.m.

Approved this 15th day of May 2024:

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Louise Fierro, Secretary, DCPLD Board of Trustees