

Meeker Regional Library District Board Minutes
April 26, 2023

Board Members Present: Keri Grieser, Cassie Denney, John Moffitt, Meredith Deming
Not Present: Natalie Harvey

Also in Attendance: Librarians: Mike Bartlett, MSD Librarian: Amber Garcia

Meeting start: 5:30pm

Signed & approved minutes from March 29, 2023. Please add signature line at the bottom of minutes for President and Secretary acknowledgement

Modify existing shared google drive to include past meeting minutes for reference, as well as future agenda addition suggestions

MSD Librarian Report: Scholastic Book Fair, reported high book sales. 4th graders to submit entries for poetry book to the publisher. Please purchase completed book for the Public Library. Transferred the Book "Drama" from the ES library to the MS library. How do we (if at all) enforce overdue books.

MSD Saavas Book order requests for HS and MS curriculum which was presented at the March 29th regular meeting was approved. Mike found alternate pricing for some of the listed selections and will present his findings to Superintendent Chris Selle to see if the books can be ordered separately from other book sellers or if the Saavas quote is a package. John Moffitt did not like the content of 2 of the selections for the HS- "All The Light We Cannot See" and "The Road". Board decided request was strictly for funding rather than content dissemination or literary worth. Keri Grieser motioned to approve the funds request, Meredith Deming seconded the motion. All members approved.

Librarian Director job description and advertising was approved. Advertisement for position will be placed in The Herald Times next week. Position will close May 12th. Resumes may be sent to the library website or dropped off in person. We would like to conduct interviews the following week if possible depending on candidate availability.

Board tasked with reviewing possible interview questions- please add to, modify, make suggestions to existing list on google template. Cassie called Dispatch- they do conduct background checks, as any new employee must pass background check prior to employment. Reviewed "benefits negotiable" as advertised in job posting, and what that may include. Does that mean a set monetary stipend, or %. Possibility of benefits will be contingent upon employee needs or requests.

John Moffitt had to leave at 7:03pm

Mike's last day will be June 28, 2023 (or essentially after the board meeting that month when he can receive his final signed paycheck) New candidate will start immediately after. If the library does not have a salaried director in the few days during the transition, it will run just fine.

Action Items:

- Cassie to bring the job posting to The Herald Times to publish in next week's edition.
- Meredith to bring the March minutes, which included the approved names of new board members to Bank of the San Juans and Mountain Valley Bank for signature cards.
- Mike will ask Kristina to list job description, posting and drop off instructions on the library website.
- Review Interview Questions

Librarian's Report: standard checkout time is three weeks. Renewal data is based primarily on patrons just not remembering to return the book vs. not being able to read to completion within that 3 week timeframe. Checkout numbers are down. Kristina may or may not be in charge of the summer reading program dependent on possible job transition. Financials reviewed and approved.

Future Meetings:

SCHEDULED SPECIAL MEETING: Wednesday, May 17, 2023 at 5:30pm for candidate interviews (dependent on candidate availability). Interviews can be performed in executive session if warranted.

Items for Discussion at the next regular board meeting: May 31, 2023

- Does Amber Garcia's approved 23/24 salary align with MSD salary scale increases. If not, we may need to amend her contract.
- Invite current employees to discuss their positions- create job descriptions collaboratively
- Brainstorm ideas for future library events and promotion. How do we increase foot traffic and patronage (primarily towards literature, and facility usage vs. electronics)
- Review financial reporting practices
- Possible outside building improvement projects

Meeting adjourned: 4/26/2023 7:45pm

