

A regular meeting of the Lone Cone Library District Board was held on March 8, 2021, at 6:30 p.m., located at 1455 Pinion Street and also via Zoom. Said meeting was posted and included the link and password in accordance with the Sunshine Law.

PRESENT: Rheanna Xavier, Kristen Parrino, Emily Haight, Laurel Henderson, Carrie Andrew, Kim Schooley

GUESTS: Rhonda Oliver

CALL TO ORDER

Board President Rheanna Xavier called the meeting to order at 6:33 p.m.

APPROVAL OF AGENDA

A motion was made by Kristen Parrino, seconded by Rheanna Xavier, to approve the agenda with additions. All voted yes. Motion passed.

APPROVAL OF MINUTES

The Library Board considered the minutes of the February 8, 2021, regular Library Board meeting for approval.

A motion was made by Laurel Henderson, seconded by Rheanna Xavier, to approve the minutes from the February 8, 2021, regular Library Board meeting as presented. All voted yes. Motion passed.

CALL FOR PUBLIC COMMENT

No public comment was made at this time.

MONTHLY BUDGET REVIEWS

Carrie Andrew added the E-rate revenue to the monthly budget this month. She reported E-rate amount is determined by the free & reduced rate lunch data provided by Norwood Schools. There are many food programs sponsored by the library that are affecting the free & reduced rate lunch data. Carrie will reach out to Sarah Rasmussen regarding sending out applications to Norwood School students again for more accurate numbers. Carrie will also reach out to Ken Olson on numbers from Telluride School District.

A donation was received from Kathleen Erie. The library also received a substantial sum from the San Miguel County Treasurer from taxes collected from district residents and also Tax Interest collected.

The Equipment/Computer budget was spent primarily on the Meeting Owl video conferencing system as well as a replacement computer. The funds for the Meeting Owl will most likely be reallocated from grant money.

In addition, payroll costs are a bit higher than last month. Possible reasons for this increase is paying Brandi out for her accrued vacation and sick leave and/or having Brandi and Kim on staff at the same time during the transition/training.

A motion was made by Emily Haight, seconded by Laurel Henderson, to approve the monthly budget as presented. All voted yes. Motion passed.

MONTHLY REPORTS Q&A

2021 library attendance numbers are going up and/or staying consistent.

Infographics comparing library statistics between 2019 and 2020 show that while physical attendance declined, website traffic remained consistent and ebook and audio downloads increased. Other statistics showed about a 50% difference between the years. Laurel would like to see the infographics posted to the library's Facebook page. Carrie would like to attend various governing boards within the library district and share this information in person. The library is also seeing an increase in patron participation from outside the district.

DIRECTOR'S REPORT

Carrie reported that the library goals would be restructured a bit. In addition to developing and implementing a marketing plan and beginning the conceptual design of the exterior development, she would like to implement employee retention initiatives including merit raises if the budget allows.

A discussion was had about the United Nations Sustainable Development Goals National Library Initiatives. Carrie would like to tie these initiatives into the community and marketing plans.

BOARD MEMBER REPORTS

Recruitment Update on New Members: Laura Nava is unfortunately unable to serve as an appointed board member due to living outside San Miguel County. Laura has been invited to participate in board meetings as a cultural advisor.

Laurel has another friend who could potentially sit on our board as an appointed member. She teaches high school Spanish in Telluride.

Marketing: Carrie provided a handout titled “Lone Cone Library 2021 Marketing Communications Plan” which outlines the library’s mission statement, 2021 goals, marketing communication strategies, our current audience, as well as our pillars. The strategies will be discussed in more detail at the next meeting.

UNFINISHED BUSINESS

Possible idea to form an endowment fund.

Laurel has been tasked to write a bi-weekly article for the Norwood Post about library activities. She will meet with Carrie later this week to discuss further. A possible topic to write about is a scholarship awarded by the Library Foundation to an area student that is enrolled in Norwood High School or a homeschooled student. The newspaper articles should be linked on the library’s website.

NEW BUSINESS

Employee Handbook Update. A motion was made by Rheanna, seconded by Emily, to approve the update to the Employee Handbook. All voted yes. Motion passed.

Proposed new Mission Statement: add “Inclusive”. A motion was made by Carrie, seconded by Emily, to approve the proposed new Mission Statement. All voted yes. Motion passed.

ADDITIONAL BOARD ITEMS

No additional Board items were discussed at this time.

MOTION TO ADJOURN

At 8:30 p.m., a motion was made by Rheanna Xavier, seconded by Laurel Henderson, to adjourn the meeting with no further action taken. All voted yes. Motion passed.