**SAN JUAN COUNTY LIBRARY**

**Board of Trustees Meeting**

September 11, 2019 at 5:30 p.m.

Blanding Library

**Minutes**

**Present:** Board Members: Lee Bennett (Chair); Genevieve Ford; Ryan Stuart; Ramona Chamberlain (via phone); Karry Deeter; Pat Smith (County Library Director)

**Absent:** County Representative (Undetermined); Nicole Perkins (Blanding Librarian); Lucille Cody

**1. Call to Order:** 5:42 PM

**2. Approval of Prior Meeting Minutes** Action

Moved by Ford; Seconded by Stuart

**3. Public Comment** Information

**4.** **Review of 2019 Budget and Expenditures to Date** Discussion

The library is right on track to be on or under budget for 2019. The board

questioned Pat Smith about four categories that appeared over budget, but these

tend to be seasonal costs or annual costs that will not recur this year.

Expenditures on purchasing and special programs will also slow down now

that summer programs are over. Smith also mentioned that some

grant money may not be showing on the county financial statement and she

will check that everything was recorded properly. The Pilcrow grant was a

grant consisting only of books, so it does not appear on the financial statement.

An upcoming software update bill will be more than what is left in that

category, but Smith will make a line transfer from the equipment fund. There

should also be $5,000 from the CLEF grant going to special programs.

**5. Consider Change in Property Tax Levy** Discussion

Health insurance costs are running higher than expected. We are at 82%

of the funds available at 65% percent of the year. In the past up to 32% of our

Payroll costs have gone to health care. The county has a formula that spreads

the health care costs across all the departments in the county. Since the library

only has two full time employees, this share ~~is~~ appears to be unequally spread. This hits

the library's budget particularly hard this year. We don't have the flexibility in

the budget to cover the extra cost that the county has charged this year. We

could ~~come~~ be $10,000 over on the budget just because of health insurance

expenditures. Pat Smith believes she can save about $4,000 on the budget. The

board believes that Smith does an excellent job keeping the expenditures she can

control ~~under~~ within budget. This problem has prompted us to decide whether we

are getting a proper revenue stream from tax revenue assessment. The county

commission would need a proposal for any increases to a property tax

before October 1. State law requires a "Truth in Taxation" public hearing for some

increases, but what we will ask for is so minimal, it may not set off the need

for a hearing. There hasn't been an increase for at least ten years, so we aren't keeping

up with cost of operations. The library has had to dip into the library fund (which is

supposed to be kept for major repairs) to pay regular operating costs. We need to

replenish the ~~building~~ library fund as well as cover operating costs. Smith presented the

board with a few options for an increase of the current library tax rate from .0005 up to somewhere between .00055 to .00065. In the absence of a tax levy, a number of

branches might have to close and a lot of other operations would have to be severely

cut. Smith and Perkins have created some budget options for next year. Montezuma

Creek is trying to build up a new space with better internet piggybacking off the

elementary school and ~~new~~ more computers and a lit marquee. The new space should

offer better visibility and more space. The satellites cost less than half what the bookmobile used

to cost. If the tax levy were approved we would not receive the monies until 2021, so

whether it happens or not, the budget will need to be reduced for next year.

**6. Review Trustee Evaluations** Discussion

The board was reminded to fill out their trustee evaluations

**7. Consider Trustee Role in Public Outreach** Discussion

Patrons in the survey would like new information about collections and the

library is looking for better outreach, so the board discussed volunteer options

**8. Library Director's Report** Discussion

A report on the summer library program was just submitted to the state library.

Smith will attend the Director's Summit in October. A new play group at the

Blanding branch called "Mommy and Me" is being held by an outside volunteer.

Craft Club is going "gangbusters" in Monticello.

**9. Library Board Chair Report** Information

Bennett presented the board with statistics on 2018 visits, operating costs per

capita, circulation, and computer visits. It appears that patrons are not checking

out as many books as is the national or state average, but they are using the

library for many other amenities including internet.

**10. Other Communication** Information

**11. Agenda for the Next Meeting** Information

The next meeting should be the October ~~10~~ 9 budget meeting if we get the

county information on time.

**12. Adjourn** Information

Stuart motioned to adjourn at 7:37 PM; Deeter seconded.