

**2025 Meeker Regional Library District  
Regular Board Meeting  
July 30, 2025**

**Board Members present:** Keri Grieser, Toby Leavitt, John Moffitt, Dan Olson

**Attending via Zoom:** Glory Schmidt (CEGR Law), Michael Cobb, Paul Wilson (CLA Accounting)

**Director present:** Kristina Selby

**Public Attendance:** 14

**CALL MEETING TO ORDER Time: 5:30 PM**

**PLEDGE OF ALLIGENCE**

**APPROVE AGENDA**

Ms Leavitt motioned to approve the agenda as presented, Ms Grieser second, motion carried.

**PUBLIC COMMENT** begin 5:33 end 5:35

1 Speaker: Peggy Strate expressing concern over legal recommendations not being honored by the board, the library being painted as a dangerous place, and Mr Cobbs position on legal guardians accompanying children to the library.

**APPROVAL OF MINUTES**

*Ms Grieser* motioned to approve the minutes as presented, Mr Olson second, motion carried.

**FINANCIALS**

*Ms Selby* mentioned the district checking account transition from Bank of the San Juans to Mountain Valley Bank.

*Ms Leavitt* requested any financial questions of any detail be e-mailed to her prior to the meeting. With only indirect involvement in the district's bookwork and lack of consistent access to quickbooks online, answering questions during the meeting is not optimal.

Ms Grieser motioned to accept the financials as presented, Mr Moffitt second, motioned carried

**SCHOOL LIBRARIAN REPORT**

No report available

**DIRECTOR REPORT**

*Ms Selby* reported circulation was up with 23 new library cards issued. Reviewed summer programs, presented upcoming programs. Working towards a winter reading challenge and some outreach in the preschool. Ms Selby and one Library assistant attended the ALA conference in Philadelphia (the largest Library conference in the world) She is now able to view panels online that they were unable to attend in person. Old excess books and computer equipment are now being removed from the basement. Working towards organising and improving storage downstairs. A radon test is scheduled to be set up with Square One Radon, GJ. Pat Daggett added a public comment, as a past board member, that there was some radon

“removed” when the building was remodeled in 2008. Cement on S side is due to be resealed, a contractor has been contacted. Benches in the atrium area have not been well maintained and are splintering, they need to be replaced. After some discussion, the board agreed that replacing benches using wood would be more desirable than trex. At the recommendation of Glory Schmidt, the district moved from the core membership with Colorado Employers Council to the Consulting level which provides legal counsel and guidance for policies, EE contracts and agreements, EE handbook, and EE / ER issues in the HR arena. The districts’ website is ADA compliant with our current annual subscription to Streamline. Janitor position is open and advertised at \$18.02 as recommended by the recent CEC compensation analysis. Maintenance will continue to be outside handymen or contractors.

*Mr Olson* questioned if the board had approved the hourly rate being used. Discussion leaned towards a better wage rather than lower at this point, with no wage policy in place.

*Ms Selby* introduced a copy of the Colorado Public Library Standards. Moving forward, she will review monthly, one of the 10 standards for board and public education and awareness.

*Mr Moffitt* “So how does this relate to title 24?”

*Ms Grieser* directly referenced title 24 and its requirement of standards that ensure all Colorado Libraries have quality services and equal public access

*Mr Olson* “OK, and so that would be up to us to adopt at any level that we wish to?”

*Ms Schmidt* clarified that was not needed and that Ms Selby is only informing the board and the general public of the State Standards..

*Mr Cobb* stated that it is all spelled out on page 7 of the document itself which states “for directors and boards the standards are a guide for decision making for public libraries in their community.”

## **OLD BUSINESS**

### **STRATEGIC PLAN**

Ms Selby wanted to clarify for the board, there is a difference between a Board Strategic Plan, and a Library Strategic Plan. They are two separate plans. She presented an example to the board last December, the district does not currently have either in place.

### **5 & 10 YEAR PLAN**

The district does not have a short and long range plan, nor is there evidence of one in the past.

*Ms Leavitt* submitted a working document with the July agenda. Items listed were gathered from community and library personnel, initiating ideas for a 5 & 10 year plan for the district. This document is intended to be used in tracking new items and ideas, and their estimated values as they are available. This information will be transparent and easy to reference when preparing annual budgets.

*Mr Moffitt* transferred Ms Leavitt’s work to an 11X16 spreadsheet and gave each board member a copy as he entered the meeting.

*Ms Grieser* questioned Mr Moffitt about an item (Plant Radio Instrumentation) on his spreadsheet that was clearly unrelated to the Library.....

*Ms Schmidt* suggested looking at the community survey, conducting a work session with the community, then creating a list of ideas for the building. The list would also include HVAC, fire suppression, and roof. Then invite proposals from some architects, to include price points, and a

list of priorities starting with what absolutely has to get done through what we wish for. She will provide the board with all documents that outline the construction process for a special district. After discussion, it was decided that Ms Schmidt would work up an RFP and publish it, inviting architect input and ideas.

*Ms Griesser* invited Ms Selby to come to the school and look at some newer technology with regard to the promethean board, listed on the 5 & 10 yr document. Stating TV screens are now the go to.

#### BOARD APPLICATION PROCESS

*Ms Schmidt* has reached out to the attorneys for the Town of Meeker and Rio Blanco County Commissioners to arrange a meeting next week, for the purpose of reviewing the Library Board appointment process and presenting. The options to formalize a process could be an IGA (intergovernmental agreement), MOU (Memorandum of understanding), or joint resolution.

*Ms Leavitt* clarified that the APPLICATION process is the concern, and all suggestions submitted were intended to improve transparency.

#### **NEW BUSINESS**

##### PRESENTATION FROM MEEKER INTERNATIONAL ECOLOGY PROGRAM

Ann Franklin, and MHS students Alex & Skylar spoke about their trip to Costa Rica and their involvement with the turtle studies. They thanked the board for helping to support the science based experience, and how it impacted their life.

#### AUDIT

*Ms Leavitt* and Ms Selby attended the audit review yesterday, by phone, with Matt from McMahan CPA. After the review, Ms Leavitt requested one correction. The audit process evaluated capitalized items and it was determined that the majority should be written off. The current bench mark for a single item to be capitalized and depreciated is \$5000. Despite the 10 week delay in getting information from COLOCPA, the audit was completed on time and will be filed with the state of Colorado tomorrow, which is the deadline.

#### CHILDREN AND PARENTS STATEMENT OF POLICY

*Mr Olson* questioned the age of 14 that is mentioned in the policy.

*Ms Schmidt* clarified that anyone 14 and older are eligible to get their own library card per library law.

*Mr Olson* cited 24-90-119 referring to the age of 18. He would like to clarify where oversight begins as a parent and where it ends.

*Ms Selby* stated all library cards come with privacy rights. Parents are given information on how to access a library card online or in person, as long as they have the card or the card number.

*Mr Olson* recommends all library staff be trained to deliver the same information to the public.

*Ms Schmidt* will remove the sentence about managing the library content for children 13 and younger. Revise the definition of "child" as under 18.

*Ms Leavitt* made a motion to approve the statement of policy as revised, Mr Olson seconded, motion carried.

## MOU SCHOOL DISTRICT UPDATE

*Ms Selby* reported the school district has signed the update MOU.

The signed document is filed in a binder at *Ms Selby's* desk as well as on google drive.

## HVAC UPDATE

*Mr Moffitt* reports scheduling a repairman next week to assess the HVAC system.

*Ms Selby* assured the board that the quarterly maintenance has been done regularly.

## BENEFITS POLICY

*Ms Selby* stated the benefits policy is not ready for board review

## PAUL WILSON with CLA ACCOUNTING

*Mr Wilson* introduced himself via Zoom and asked for any questions that might have risen from the proposal he submitted to the district.

*Ms Leavitt* visited with *Mr Wilson* earlier this week, and also followed up with the 3 references provided.

## EXECUTIVE SESSION 7:14 PM

*Ms Grieser* stated "I move that we move into executive session for the purposes of receiving legal advice on the district services agreement with COLOCPA Services, PC for district accounting 24-6-402 4B C.R.S." *Mr Olson* second, motion carried

(all recording stopped and the patrons and *Ms Selby* all moved to another room in the library)

## BOARD EXITS EXECUTIVE SESSION 7:27 PM

*Ms Leavitt* motioned to terminate services with COLOCPA, *Mr Moffitt* second, motion carried

*Ms Leavitt* motioned to accept CLA proposal for accounting services with legal counsel to write the appropriate service agreement, *Ms Grieser* second, motion carried

## **DISCUSSION ITEMS**

### BOARD RESPONSES TO PUBLIC COMMENT

*Ms Leavitt* felt the board needed to discuss the parameters on responding to Public Comment, having earlier agreed that the board comment period could be our opportunity to answer questions or respond to a comment, but not to engage or banter back and forth

*Mr Olson* cited the benefit of back and forth communication leading to immediate clarification

*Ms Grieser* pointed out the importance of acknowledging that the public sometimes wants information and we shouldn't be dismissive or argumentative

*Mr Cobb* did not want to make it mandatory that we answer questions, pointing out that we allow the public 3 minutes, therefore our answers should not end up being a huge commentary.

### AGENDA PROCESS REVIEW

*Ms Schmidt* was open to a discussion regarding the agenda outline, defining the board review period, and generally tightening up the process.

*Mr Moffitt* - nothing big, wants things numbered, stated we have too many items on our agendas

*Ms Leavitt* Tracking tabled items, Identifying action items vs discussion, not limiting an item to discussion just because it was not designated an action item

*Ms Grieser* would like distinguished the items we are acting on and which we are not

*Ms Schmidt* outlined some examples of the way an agenda can work and where she has seen success. Also ways to identify or indicate what is expected on a numbered item. Noting Ms Selby sends the agenda to her for review, so she will add some guiding sentences to items for us.

### **DISCUSSION / BOARD COMMENT**

*Ms Grieser* requested scheduling workshop dates.

*Ms Leavitt* In May the board designated work sessions would be from 5:30 - 8. Mr Moffitt unilaterally shortened last month's meeting to one hour without input from the rest of the board. If there are board members committed to complete the agenda, we should be able to continue with the meeting.

*Mr Moffitt* continues to maintain, we can work on things next year, or the year after, or in five years.

*Ms Leavitt* pointed to Library employees being hired without personnel policies in place, pay rates, or job descriptions.

*Ms Grieser* pointed out the advantage of monthly 2 ½ hr work sessions. No one on the board is consistent in the amount we should pay employees. We can be proud we finally got the bylaws done, but it's time for us to move forward and start knocking some things off our long list.

Workshops allow us to come to regular monthly meetings well prepared, homework done, and ready to pass policies with accuracy. Moving forward, lets be efficient

*Ms Schmidt* Paul Wilson with CLA will have a budget presentation for the board. The board chose a workshop setting, September 23rd

MEETING ADJOURNED 7:58 PM

NEXT:

WORKSHOPS: 5:30 to 8:00 PM September 23rd & October 14th

REGULAR MEETING 5:30 PM August 27th

Respectfully Submitted,

Toby Leavitt

Secretary/Treasurer Board of Trustees Meeker Regional Library District

Date approved: \_\_\_\_\_

Board President : \_\_\_\_\_

John Moffitt