



Meeting Minutes
RIDGWAY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
Thursday, June 5, 2025 at 1:30 p.m.
Ridgway Public Library
300 Charles Street

Roll Call: Trustees: Julie Duff, Alison Etheridge (ZOOM), Jared Coburn, Julie Hermann, Dee Moore, Heather Patterson, Sally Trapp, Library Director: Amy Baer

Approval of Prior Minutes: from April 10, 2025 meeting, with one minor change: remove 'before August' under #4, Jared Coburn made motion to approve, seconded by Heather Patterson

Next Meeting: Thursday, September 11, 2025, 10:30 p.m.

Public Comments: None

Friends of the Library Update: Amy Baer and Julie Herrmann reported on the Fun Fest Event May 31st. There were several new vendors, event attendance was approximately 150 people with book sales and donations totaling \$200. The donation button has been added under the Friends section on the library website.

Highlighted Topic: Upcoming Plants and their Ethnobotanical Use Class on Saturday, June 14th at 10:00 am presented by Mary Menz and Sandra Dick. Space still available.

Action and Discussion Items

1. CAL Award Updates - Sally Trapp received an email for each of the 5 award nominations submitted stating none of our nominees were awarded. Sally Trapp, Julie Herrmann and Heather Patterson volunteered to plan an event, September 19th for the nominees and the community to recognize the outstanding contributions made by everyone. This may become an annual event. CAL annual meeting is in Breckenridge September 3-5, 2025. Julie Duff and Dee Moore expressed interest in attending.
2. Present and distribute Director Evaluation Form – Alison Etheridge and Dee Moore presented the revised director evaluation form. Motion to approve

the revised form made by Julie Duff, seconded by Jared Coburn. The form will be sent to each trustee to be completed by August 15. Alison Etheridge will compile the data on Google Drive and distribute (via director) before the September meeting.

3. National Friends Week – Julie Herrmann researched and discovered there is a National Friends of the Library Week, October 19-25. This would be a good opportunity to recognize the Friends Board and members. The same committee planning the award nominees' reception will also plan a reception for Friends, tentative date of October 24th from 5-7 pm.
4. Julie Duff and Jared Coburn presented their research and recommendations to the Bylaws of the Ridgway Library District: Section 4.3 change "no meeting of four" to no meeting of 3; section 5.7 remove "digitally record all board meetings including executive session" to digitally recording only executive session; section 6.2 remove "of" after "these bylaws." Section 7.3 covers insurance for the Board of Trustees. Amy stated we are covered under the library's current insurance. Per State law, the treasurer will send monthly reports to the Ouray County Treasurer. Motion to approve these changes made by Jared Coburn, seconded by Heather Patterson. The Bylaws with revisions will be sent to Roger Sagal for review.
5. Education Policy Updates – Julie Duff presented the policy she has worked on after reviewing policies from many other libraries. Under Employment Eligibility we added "or courses offered by other entities that are directly related to library work." Also recommended adding under Covered Education Expenses, "the following will be considered as reimbursable..." Which will include "cost of travel and/or lodging." Motion to approve made by Sally Trapp and seconded by Julie Herrmann.
6. Public Comment Policy – Sally Trapp has been working on a policy which will be forwarded to each Trustee (via director) and reviewed at the September meeting for approval.

Treasurers Report - Julie Duff highlighted several items on the monthly report. We have received \$12,000 more than budgeted from Friends. Employee life and health insurance will be increased 16.5% in July.

Director's Report – Amy Baer

- Statistic Highlights for May – Patron visits were up; many RES classes visited the library to learn about summer reading programs; 54 new library cards were made; 357 seed packets were distributed; courier pick-ups have increased from 2 days to 3 days per week which has helped with a more balanced processing for incoming and out-going items.

- Programs – Bee Class had 20 attendees; first summer reading program this morning with 32 children in attendance; summer reading challenge sheets started getting picked up Saturday during Fun Fest.
- Maintenance – spring tree maintenance is completed minus completing border in children’s garden area; roof replacement has been moved to fall due to spring weather; submitted payment for work evaluation on front sidewalk area; per phone call with Preston Neill we are following stage 1 voluntary water restrictions with irrigation system; met with SMPA to confirm we are interested in additional renewable energy opportunities.

Future Agenda Items

- **Review Mission Statement**
- **Review Public Comment Policy**
- **Review 2025 Goals**
- **Report from committee planning the two recognition events**

Adjournment – Motion to adjourn, 3:33 p.m. by Sally Trapp, seconded by Jared Coburn