

**GUNNISON COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MEETING MINUTES  
May 21, 2014, 12pm  
Gunnison Library, Gunnison**

President Bruce Bartleson called the meeting to order at 12:02pm. Those present were board members: Bruce Bartleson, Larry Meredith, Jan Carroll, Sherryl Peterson, and library director Nancy Trimm.

The presence of a quorum was acknowledged with 4 of 7 board members present.

3. Approve Agenda

The agenda was approved with two amendments. Jan Carroll requested a discussion of the library's mission statement under Old Business. Nancy requested a modification of the Public Records Request Policy modification under New Business. Sherryl moved approval of the agenda as amended and Larry seconded the motion. The agenda was approved.

The minutes from the April 2014 meeting were presented and approved. Larry made a motion to approve the minutes and Jan seconded the motion. The minutes were approved.

There were no public comments.

Finance Committee Report: The April finance report was given by Treasurer Sherryl Peterson. Sherryl noted that April's budget target was 33.3% and that all departments were under budget. Sherryl also pointed out the fund balance amount and noted that while CAFE's fund balance is currently in the negative, an AEFLA reimbursement check was received in May which will rectify the negative fund balance. At this time, Larry suggested that the library approach the County about offering financial support to the CAFE program. The board agreed this was a good idea and Nancy will pursue this matter further.

Director's Report given by Nancy Trimm

a. Nancy reported that Marsha had submitted an appeal to the Colorado Department of Education regarding the AEFLA grant award process. A hearing on our appeal has been scheduled for June 4. Marsha is currently working on two proposals to bring before the board regarding CAFE's reorganization in light of not receiving continued AEFLA funding. Marsha has also met with CAFE staff and told them this news. Marsha and Nancy met with Delta County and Montrose adult education programs to brainstorm how to address the AEFLA appeal and what other avenues of funding we all might pursue.

b. Laurel Bain's retirement party is Tuesday, May 27 from 5-7pm. Nancy encouraged all board members to attend and thank Laurel for her 31 years of service to the Library.

c. In light of Laurel's retirement, several organizational changes are taking place. Jane Thomas will switch her time between Gunnison and Crested Butte. Jane will now work 3 days in Gunnison and 2 in Crested Butte. Jen Hillebrandt, Youth Services Coordinator at Old Rock Library, has been offered and accepted a 30 hour week exempt position with the Library District. The interview team is currently in the process of interviewing candidates for the Adult Programming and Technology Services Coordinator position at Gunnison Library.

d. Old Rock Library will be installing new carpet in June. Mountain Surfaces has been chosen for the work. Hi Country Carpet has been replacing the defective carpet at the Gunnison Library. The County facilities department is currently designing a new circulation desk for the Gunnison Library. They will also build the new circulation desk thereby saving the library money. We greatly appreciate our good working relationship with the County facilities department and appreciate their responsiveness to our needs.

8. Old Business

a. Board of Trustees Job Description-Discussion ensued around two samples of board job descriptions. The board decided that a committee should be appointed to work on developing the board job description. Larry and Jan volunteered to serve on the committee and Nancy will assist. The committee will present a draft job description to the board at its next meeting.

b. Board Training-Nancy reminded the board that Jacqueline Murphy from the Colorado State Library will be in Gunnison to give board training on Monday, June 9<sup>th</sup> beginning at 1pm. The training will take place at the Upper River Water Conservancy District meeting room. Snacks will be provided. The board agreed to have Jacqueline train on the following topics: Board Self-Regulation Duties, Legal Hot Topics, and Current Trends in Public Libraries.

9. New Business

a. Vacation/Sick Leave accrual payment- Nancy presented a document Donna prepared illustrating the separation compensation amounts owed to Laurel Bain upon her retirement. Nancy and Sherryl asked the board for approval to pay this amount from the Library's fund balance. Sherryl moved to pay the separation amount out of the fund balance and Larry seconded the motion. The motion carried.

b. Public Records Request Policy Modification-Nancy explained that during this past legislative session the legislature passed a change to the Colorado Open Records Act and, as a result, modification to our existing Public Records Policy was necessary to be compliant with the law. The maximum fee allowable for a public entity to charge someone for the time it takes to retrieve and fulfill an Open Records Request cannot exceed \$30. This fee cannot be charged for the first hour of retrieval. The relevant change was proposed to the board. Larry moved to approve the change and Sherryl seconded the motion with the amendment to fix a typo. The motion carried.

An executive session was not necessary.

Nancy will send a Doodle poll to the board members to set the June meeting date.

Larry moved to adjourn the meeting. Sherryl seconded the motion and the motion carried. The meeting was adjourned at 1:05pm.