

**GUNNISON COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
MEETING MINUTES
December 7, 2015
Gunnison Library**

The meeting was called to order by Bruce Bartleson at 1:05 p.m.

A quorum was acknowledged with the following board members present: Kathy Norgard, Jan Carroll, Larry Meredith, Andy Keck, Sherryl Peterson and Bruce Bartleson. Also present were Library District Director Nancy Trimm and Business Manager and HR Manager Donna Ford. Retiring CAFE Director Marsha Collins joined the group near the meeting's conclusion (see minutes).

Meredith made a motion to approve the agenda. Keck seconded the motion and it was approved.

Peterson moved to approve the minutes of the previous meeting. Meredith seconded and the motion passed.

The current financial statement was presented by Board Treasurer, Trimm and Ford. The District ended October with a fund balance of \$903,108.80. All but one unit of the District are within the targeted budget usage by the end of October of 84.3%. CAFÉ shows an overage but this will be corrected when the final AEFLA grant check is received.

In her Director's Report Trimm said a user survey will begin early in 2016. It will be mainly online and in English and Spanish. The aim is to help determine how people use the library, attitudes toward it, and suggestions for improvement where necessary. She and President Bartleson reported on the fundraising workshop attended by them, Marsha Collins and Larry Meredith. Trimm said the District has received two grants recently -- \$5,000 from the Anschutz Foundation and \$1,500 from the City of Gunnison. She reported that she plans to visit with a potential consultant who may help the District and the Board work towards long range planning goals.

In Old Business, the board considered investing \$400,000 of its fund balance in two \$200,000 interest-earning certificate of deposit accounts. Ford pointed out that interest rates for CDs are low but better than our current money market interest rate. Keck moved that the board approve putting \$400,000 in two five-year CD accounts (\$200,000 each) at Gunnison Savings and Loan. Norgard seconded and the motion passed.

Board members agreed that dates and times for meetings in 2016 be determined by a Doodle Poll as has been done in 2015.

In New Business, Keck moved approval of the proposed budget for 2016. Norgard seconded and the motion passed.

Norgard moved that holiday closures of the libraries in 2016 be the same as in 2015. Peterson seconded and the motion passed.

EXECUTIVE SESSION : At 2:00 p.m. President Bartleson made the following motion: Pursuant to section 24-6-402(4) of the Colorado Revised Statutes, I move that this regular public meeting of the Board of Trustees of the Gunnison County Library Board adjourn and, upon affirmative vote of two-thirds of the members present, reconvene in executive session for the sole purpose of discussing personnel matters. Meredith seconded the motion which passed and an executive session was convened.

At the conclusion of the executive session President Bartleson made the following motion: An executive session of the Board of Trustees of the Gunnison County Library District convened at 2:15 p.m. on November 17, 2015, for the sole purpose of discussing personnel matters as authorized by section 24-6-402(4) of the Colorado Revised Statutes. Attending were: Kathy Norgard, Jan Carroll, Larry Meredith, Andy Keck, Sherryl Peterson and Bruce Bartleson. Also present for part of the session were Library District Business Manager and HR Manager Donna Ford and District Executive Director Nancy Trimm. During the executive session the board discussed personnel matters. The board did not engage in substantive discussion of any matter not enumerated in section 24-6-402(4), C.R.S. The board did not adopt any policy, position, resolution, rule, regulation or take any formal action. Peterson seconded the motion and the executive session meeting was adjourned at 2:35 p.m. and regular session reconvened.

As the Board reconvened the regular session Norgard moved that Trimm be instructed to make a change to the Personnel Handbook by deleting the section that states a specific percentage salary increase ceiling each year and bringing her recommendation for the rewording to the board for approval. Carroll second and the motion passed unanimously.

Marsha Collins (who will retire from her position as Director of CAFÉ at the end of 2015) joined the meeting and presented a fund-raising letter she plans to mail out very soon. Board members had been asked to recommend names and addresses of individuals who would receive the letter in addition to Collins' mailing list. Some Board members agreed to write personal notes on the letters.

Keck moved that the meeting be adjourned. Carroll seconded, the motion passed and the meeting was adjourned at 3:25 p.m.

Respectfully submitted by:

Larry Meredith, Secretary