

**GUNNISON COUNTY LIBRARY DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
5:30pm Thursday July 11, 2013
Crested Butte Town Hall**

Board members present: Bruce Bartleson, Pat Lazerus, Sherryl Peterson, Ed Seymour (via telephone), Vicki Spencer, Rosalie Ott
Executive Director, Nancy Trimm
Guests present were Debra Reich and Donna Ford

The meeting was called to order at 5:35 PM July 11, 2013 by Bruce Bartleson, President.

The presence of a quorum was established with 5 of 6 members present.

Approve Agenda - There was a request to move Debra Reich's portion of the agenda to an earlier position in the meeting because of a programming conflict at the Old Rock Library. The agenda was approved

Approve minutes of previous meeting-Correction to 3 areas of the minutes was requested. Two corrections were requested under 'Old Business' the phrase "in the next few weeks" was added and a "y" was added to the word County. Under 'New Business' a change was made to indicate that the strategic plan was in draft form rather than a finalized form. Vicki made the motion to approve the minutes with changes and Pat seconded. The minutes were approved.

Election of Board Secretary to replace Mary Vader- Board asked the floor for nominations. Vicki Spencer volunteered to serve as Secretary. Pat made the motion to replace Mary Vader with Vicki Spencer as Secretary. This was seconded by Sherryl Peterson. The motion passed unanimously.

Public comments: limit 5 minutes per person – There were no public comments.

The May financial report was presented by Pat Lazerus, Treasurer. With the Board meeting in early July, the June reports were not yet available, but will be presented at the August meeting. The final draw for the AEFLA grant was made for the FY13 grant cycle for CAFE. A new grant cycle began July 1, 2013. It was reported that the 2012 audit was completed the week of June 24. Nancy indicated that she would provide a copy of the audit report to the board. Sherryl made the motion to approve the finance report. Rosalie seconded the motion. The financial report was approved

Debra's report - A report on the elevator repair bill was presented. The elevator invoice we received was in the amount of \$1377, which has been deemed excessive. A discussion followed as to how to deal with the invoice. A suggestion was made to send a letter from Bruce, as representative of the board asking for relief on the repair invoice, specifically the travel costs. The actual need for the elevator was discussed and Debra explained the ways the elevator is used and it was suggested Debra ask the Town of Crested Butte for some support. Action steps to be taken to get the bill reduced are as follows: 1) Write letter 2) wait for some response 3) ask about a contract that covers fuses, breakers and electrical 4) ask Town of CB for some help with the elevator bill since they are owners of the building.

Debra gave a report about her discussion with Bob Gilley regarding the maintenance and upkeep of Old Rock library. She suggested to Bob that the District pay rent rather than be responsible for the maintenance of the Old Rock building. This rental agreement needs to be negotiated with the Town of CB. The district's position is that we should pay for rental expenses that are typically covered in a rental agreement. Debra has been trying to communicate with the new town manager. It was suggested that she invite him to a board meeting. It was agreed that the district should write a letter stating that it is our understanding that our lease has been extended on a month-to-month basis until such time that a new lease agreement is executed.

Director's Report - Community Foundation Grant was awarded to CAFE in the amount of \$3900. The awards ceremony is in Crested Butte on July 18. Bruce and Nancy will attend to accept the award.

a. Nancy and Donna are conducting a Wage and Classification study comparing our library to Telluride, Mesa County, Pitkin County (Aspen), Salida (Chaffee), Montrose and Delta libraries. We are discovering some discrepancies in levels of work and staff classification. We are working on a plan for equalizing classifications with job descriptions and pay scales within the parameters of our budget.

b. Evaluation Process - Nancy and Donna drafted a new staff evaluation form. A self-evaluation component was added so that may provide input regarding what is working for them, what is not working, and what could be provided by management to help them succeed.

c. Website Funds Request - Nancy reported her miscommunication with Rob Strickland. There was a question by Vicki as to whether Nancy is pleased with his work and what he has done to update the website. She said yes and expanded upon the changes and upgrades he has made to the site. The present invoice is \$1050 and requires board approval. A motion to approve payment was made by Vicki seconded by Sherryl. The motion was approved and the invoice for \$1050 will be paid as well as the remainder of the costs when the site is completed and a final bill is received.

d. Strategic Plan - Nancy presented the finalized goals and objectives of the strategic plan and asked for approval of the plan. She summarized the plan's 5 goals and explained how they would be carried out. Vicki made a motion to adopt the strategic plan and Rosalie seconded. The motion was approved.

Special Districts Association Report - Vicki Spencer reported on the SDA workshop she attended. She reported that it was an excellent workshop and encouraged the other board members to consider attending the SDA annual conference.

Old Business

- a. Strategic Plan – Nancy discussed as a part of the Director's Report
- b. Old Rock lease - Debra discussed earlier before leaving.

New Business

- a. Old Rock Library Elevator - Debra discussed as noted above.

Executive Session (if necessary) - Bruce made a motion that the Board go into Executive Session to discuss the director's 6-month evaluation. Sherryl seconded the motion.

The Executive Session ended at 7:25pm

Set next meeting date - August 15, 2013 at Gunnison Library

Adjournment- The meeting adjourned at 7:30pm