

**GUNNISON COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Meeting Minutes**

**August 14, 4pm, Old Rock Library**

The meeting was called to order by Bruce Bartleson, President, at 4:07 PM. A quorum of members was present with Jan Carroll, Rosalie Ott, Kathy Norgard, Larry Meredith and Bruce Bartleson, in attendance. Also present at the meeting were Nancy Trimm, Executive Director of the Gunnison County Library District, Debra Reich, Branch Manager of the Old Rock Community Library in Crested Butte and Donna Ford, Business and HR Manager of the Gunnison County Library District.

The agenda was approved with a minor change in the addition by Nancy Trimm of item D – Changes to Personnel Policies under the New Business section. A motion to approve the amended agenda was made by Kathy Norgard, seconded by Jan Carroll and the members voted to approve the agenda

The minutes of the previous meeting were part of the board packet. Kathy Norgard moved approval of minutes. The motion was seconded by Jan Carroll. The minutes were approved as submitted.

There were no public comments at the meeting

**6. Finance Committee Report**

Financial statements for June: In Sherryl's absence, Nancy presented the financial reports. Nancy noted that the fund balance is in excess of \$800,000. The Gunnison Savings & Loan money market account has reached a balance of approximately \$64,000. This is the interest earned on the Van Tuyl funds. Nancy noted that the budget target for June was 50%. All departments included in the budget are under budget. Gunnison utilities have been higher due to rate increases and the Gunnison library is slightly over in the expenditure for materials. Old Rock Library is well under budget at 40% expended. CAFE's last FY14 AEFLA payment was received last week and those monies will be reflected on the August financials. Nancy reported that a \$5005 grant was received by CAFE from the Community Foundation of the Gunnison Valley. Money spent from restricted funds reflected the new carpeting for Old Rock. The library district will also once again receive a grant from the State Grants to Libraries monies roughly in the amount of \$4000 to be spent on materials. Larry moved to approve the June financials and Rosalie seconded the motion. The financials were approved.

**7. Director's Report**

Debra reported that Old Rock Library has had an exceptionally busy summer with just over 10,000 visits in July. Debra commended the staff for an excellent job handling the crowds. Adult and youth programs have been well attended and the Old Rock summer movie series will begin this Friday. Debra will begin pricing either new chairs or new upholstery for the old chairs now that the carpet is finished. Upcoming events at Old Rock include: Fabric Techniques of India, outdoor movies, Sandra Dallas and Readers in the Rockies, and the Friends' Wine-tasting fundraiser. Debra has hired a new substitute staff member for Old Rock, Susan Tyzzer.

a. Mid-year Statistics report-Nancy compared the first 6 months of 2014 to 2013. Visits have increased at both libraries and circulation overall has increased. Gunnison Library's circulation is down slightly while Old Rock Library and OverDrive circulation have increased. Wireless usage continues to increase as does PC usage.

b. Strategic Plan progress update-Nancy outlined the strategic plan accomplishments to date. Of particular note are improvements in technology hardware and infrastructure and an increase in adult programming at Gunnison and an increase in tween programming at both libraries.

## 8. Old Business

a. Board Job Description –Jan and Larry presented a draft job description for trustees board members. The Denver Public Library board job description and the Colorado Public Library Standards were utilized as models for drafting the job description. Kathy moved to accept the job description and Rosalie seconded the motion. The job description was approved without further modification. Nancy will send the job description to the County to post on the County's website.

b. Foundation meeting report- The Foundation board met in July and discussed the need for a library district public awareness and marketing campaign. The discussion centered on positioning the library for a mill levy in the next 2-4 years. Nancy will work with Delaney Keating on a board proposal regarding a marketing budget.

## 9. New Business

a. 2013 Audit Report-The library district received an excellent audit report. Business Manager Donna Ford was commended for her excellent accounting and hard work with the auditors. All board members received a hard copy of the audit and an electronic copy of the audit was sent to the Board of County Commissioners

b. Mission Statement Process –Nancy provided a handout explaining the best practices for crafting library mission statements. The board discussed the best process by which to get board and staff feedback on a new mission statement. The board suggested meeting with staff first to receive input and then later meeting with the board to share staff input and receive board input.

c. Budget Officer appointment-Business Manager Donna Ford was appointed budget officer for the 2015 budget.

d. Policies changes-Donna and Nancy have been working on revising the Personnel Policy Handbook. Three policy additions were proposed to the board

1. Medicare Reimbursement Policy: The library district would reimburse Medicare eligible staff for the cost of supplemental Medicare insurance and premiums so that staff do not suffer a loss of benefits when becoming Medicare eligible.
2. Vacation Buy-out: Eligible staff can cash out up to one week of vacation per year as long as at least two weeks of vacation remain in their accrued balance.
3. Wellness Conversion: Eligible staff can convert sick leave to wellness leave at a 4-1 ratio for a total of three wellness days per year

Kathy moved to approve all three policies and Rosalie seconded the motion. The board approved the new personnel policies.

Nancy will send out a Doodle Poll to set the next board meeting.

With no further business, Kathy Norgard made a motion to adjourn, Larry Meredith seconded the motion and the members voted to adjourn the meeting at 5:44 PM.