

**GUNNISON COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
MEETING MINUTES
October 26, 2015
Gunnison Library**

The meeting was called to order at 4:01 p.m. by President Bruce Bartleson

A quorum was acknowledged with the following board members present: Jan Carroll, Larry Meredith, Rosalie Ott, Andy Keck, Sherryl Peterson, Kathy Norgard and President Bartleson. Also present were Library District Director Nancy Trimm, Business Manager and HR Manager Donna Ford, and attorney Michael O'Loughlin.

Carroll moved to approve the agenda. Ott seconded the motion and it was approved.

The minutes of the September, 2015 regular meeting were reviewed. Peterson made a motion to approve the minutes. Carroll seconded the motion and the minutes were approved.

There were no public comments.

Library District Attorney Michael O'Loughlin reported to the board regarding his analysis of the Van Tuyl will that granted property and funds to the Library District to be used for a new library. In O'Loughlin's opinion, the district must use the land as specified or, if other uses are suggested (such as selling the land and using the proceeds for a new library facility in a location other than on the Van Tuyl land) there are certain steps that must be taken. O'Loughlin wrote, in his opinion, "In order for the Library district to use the property as it wishes and be free from the restraints created by the two deeds, the successors to Ray Van Tuyl Ranches, LLC, the Gunnison Area Foundation, and the Gunnison County Commissioners will all need to agree to, execute, and record a "release" of the reversionary rights that were created by the two deeds." Board members agreed that this might not be possible. O'Loughlin also said similar restraints existed on the actual money that was also willed to the District.

FINANCE COMMITTEE REPORT: Trimm and Ford presented Finance reports for September 2015. The Library District's fund balance at the end of August was \$ 938,421.40. Income and expenses for the Gunnison and Crested Butte libraries and CAFE were in line with the budgeted amounts. The "target" for percentage of budgeted expenses used to this point was 75%. All entities except CAFE were below that percentage. CAFÉ is awaiting word from several grant requests. A final check from the AEFLA grant in the amount of approximately \$22,000 is coming soon and CAFE will be financially sound. Interest earned from CDs containing the bequest of Ray Van Tuyl has been placed in a money market account and now totals \$83,319.93. Norgard moved to approve the financial report, Ott seconded and the motion passed.

DIRECTOR'S REPORT: Nancy Trimm presented the Director's Report.

- Marsha Collins has resigned as Director of CAFE effective at the end of this year. A search committee has been formed to find a replacement.
- Trimm will make a presentation to the Gunnison City Council on October 27.
- There is no news from the town of Crested Butte on a new lease agreement for Old Rock Library.
- The elevator motor at Old Rock died recently. A new motor will be installed at no cost to the District because of our maintenance agreement with the elevator firm.
- Sonda Donovan attended a two day summit in Estes Park to learn about how to facilitate and implement the Common Cents for Colorado financial literacy grant the library district received. Beginning next year, the library district will offer a series of financial literacy workshops and partner with other organizations such as the school district to disseminate this important information.
- The library district has received the State Grants to Libraries funds. This year's grant disbursement is larger than in years past, \$5773. The libraries will split the funds. Gunnison Library will use a good portion of the money to update and expand the large print collection and the Spanish language collection.
- Statistics show increased or equal numbers of attendance at both libraries and in use of the libraries' services, compared to last year at this time. CAFE also reports encouraging statistics in terms of student attendance and retention.
- Bartleson and Meredith joined Trimm and Collins in Montrose Oct. 19 for the "Mobilize your Board for Fundraising" workshop. All felt it was a worthwhile day with great information and will share that information with the board at the December 7 board meeting.
- More information and specific statistics are available in Trimm's written "Director's Report."

NEW BUSINESS: a **Draft Budget Proposal** for 2016 was presented to the board by staff. Some of the highlights included:

- **ADMINISTRATION:** Travel budget increased (travel, lodging, food, registration, etc.) to allow more to attend the national Public Library Association meeting in Denver in late April of 2016. Trimm encouraged attendance by a board member or two as there is a "Board Track." This is a good opportunity for District staff as the national meetings are usually held some distance away. Payroll for staff is increased by 3%. It was pointed out that the County has increased their mill levy which means the Library District's 9.17% will also increase. Property and liability insurance will increase and a new line item for technology update and replacement has been included.
- **GUNNISON AND CRESTED BUTTE LIBRARIES:** Additional travel budget, more adult programming and other necessary increases due to increased costs.
- **CAFE:** Payroll is decreased due to fewer hours of instruction. Because there will be no AEFLA funds changes in programming are planned.
- **SOMERSET:** The budget remains the same.

The Board will take up discussion and approval of a final 2016 budget at the board meeting on December 7, 2015.

2016 RESTRICTED FUNDS PROPOSAL: Staff proposed to utilize the remaining amount of the unused 2015 Emergency Reserve for two restricted funds – “library marketing and branding” and “repair and replacement of fixtures and furniture in the two libraries.” In addition, staff proposed that similar action be initiated to continue to build these balances with the unused funds designated in the yearly budgets as Emergency Reserves in accordance with TABOR rules and the recommendations of the Board of Trustees of the Gunnison County Library District.

Keck moved approval of the proposal, Peterson seconded and the motion passed.

DIRECTOR EVALUATION FORM: Keck and Bartleson had prepared a new and improved form for the board’s discussion (Keck was given credit for most of the work on the form). Members discussed the new form which consolidated many individual evaluation items into a more concise form. They were reminded by Trimm that staff evaluations of the Director were also needed.

Carroll moved acceptance of the form and inclusion of a staff evaluation form. Ott seconded and the motion passed.

Bartleson stated the need for a special meeting later in November to discuss the evaluation of the Director and the Director’s salary for 2016 in Executive Session. A Doodle Poll will be sent to members to find a time to meet, perhaps in Almont.

Members were reminded of the December 7 meeting to approve a 2016 budget.

Keck moved adjournment of the meeting. Carroll seconded, the motion passed and the meeting adjourned at 5:46 p.m.

Respectfully submitted by:

Larry Meredith, Secretary