



**GUNNISON COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
DRAFT MINUTES OF MEETING
Monday, December 12, 2016
Gunnison Library**

The regular meeting of the Gunnison County Library District's Board of Trustees was called to order by President Bruce Bartleson at 1:06 p.m. Board members present were Rosalie Ott, Bruce Bartleson, Jan Carroll, Sherryl Peterson and Larry Meredith. Acknowledgment of a Quorum was made. Also in attendance were Executive Director Nancy Trimm, Business/HR manager Amanda Brackett, retiring Business/HR Manager Donna Ford, and Crested Butte Branch Manager Lisa Wishard.

The agenda was approved following a motion by Ott, seconded by Carroll.

Peterson moved to approve the minutes of the previous meeting as read. Carroll seconded and the motion passed.

In recognition of her service to the Board and the Library District, Jan Carroll was presented a card signed by board and staff members. Jan has resigned from the board, saying that her poor hearing has made it difficult for her to participate in meetings at the level which she would like to take part. Board members expressed their appreciation to her for her service and suggested their might well be a role for her to play in any upcoming effort to take an issue to the voters.

In addition to Jan, Kathy Norgard resigned a few months ago. The County Commission has advertised for applications to fill the two board vacancies.

Donna Ford, former Business/HR Manager, is retiring and her last day on the job will be December 23. Donna (who had requested "no party") was presented a card and a flower bouquet. Members also expressed their appreciation to Donna who joined the staff during a difficult period several years ago and who helped guide the district through some financially lean years.

Members welcomed the new CB Branch Manager Lisa Wishard who has been on the job since mid-November. Several of the board members had not yet had the opportunity to meet Lisa. Nancy Trimm, Executive Director, introduced Lisa and pointed out her background and experience.

There were no public comments.

Financial Reports

The November 2016 Financial Statement was presented and showed that the expenditure target for all elements of the District was 91.7% of the budget and that all of the budgeted areas were below the target in expenditures. For example, Crested Butte was at 82.4% and the Gunnison Library at 82.9%. The District's Money Market Account with Gunnison Savings and Loan totaled \$106,772.62. The Money Market fund balance with Gunnison Bank and Trust was \$488,813.53.

Peterson moved approval of the financial statement report, Ott seconded and the motion passed.

Director's Report

Trim presented a written report to the board and, in addition, noted that CAFÉ had received \$5,000 grant from the Anschutz Foundation and a \$2,200 grant from the City of Gunnison. CAFÉ has recently sent a fund raising letter to potential donors.

The District will, on December 24, switch from a paper time sheet for staff to an online system that will vastly improve the reporting method.

e-Resource circulation has increased over last year with a reported 12,133 check-outs through November. In 2015 the total circulation for the entire year was 11,891.

Trimm's written report noted statistics for visits to the libraries, circulation figures, programs, etc. The annual staff evaluation cycle is now complete. All staff wrote a self-evaluation followed by supervisor feedback and comments. Lastly all staff met with their supervisor (and in the case of Crested Butte staff, Trimm also met with staff) for an evaluation conference and merit raise increases were given.

New Business

Trimm presented a proposal for the "Unused 2016 Emergency Reserve Funds." She proposed the creation of two restricted funds. One restricted fund will be used once again for Library marketing and branding purposes. The other fund will be used for the repair and replacement of fixtures and furniture in the Gunnison Library and the Old Rock Library. In addition, she proposed that 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. Meredith moved approval of the proposals, Ott seconded and the motion passed.

The board then approved the 2017 district budget as presented by Trimm and Brackett. Peterson moved approval, Carroll seconded and the motion passed. The budget totals \$951,965.00 for Administration, the Gunnison Library, the Crested Butte Library and CAFÉ. This represents a 3% decrease from the 2016 budget. Brackett presented a Budget Summary which read:

The current draft of the 2017 budget reflects the most up to date estimate of expenditures and income for the Gunnison County Library District. The mill levy is not available until the December board meeting for Gunnison County so estimates have been used. Notable changes to the budget include salary adjustments for merit increases as well as several new key staff members (Amanda & Lisa). The newest Marmot contract was approved and adjusted for. The Gunnison budget has reduced the amount for janitorial service as this has become an employee position rather than a contracted company. We are happy to provide the board with financials that continue to reflect that payroll cost as part of this budget line item. The Café budget has been updated to reflect grant amounts applied for or the actual award amount if known. The Crested Butte budget has been adjusted to reflect additional courier costs associated with the Mt. Crested Butte book drop location.

Trimm presented a proposal for policy updates which was approved following a motion by Peterson to approve, and a second by Ott. The policies related to overtime, outside employment, how to deal with fraud, policies related to the proper use of social media and policies related to travel.

The date of the January 2017 meeting will be determined by a Doodle Poll.

There being no "old business" to consider, nor a need for an executive session, Meredith moved the meeting be adjourned, Ott seconded and the motion passed. The meeting concluded at 2:15 p.m.

Respectfully Submitted by

Larry Meredith
Secretary