



**GUNNISON COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
DRAFT MINUTES OF MEETING
Friday, October 26, 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 2:00 p.m. Board members present were Andy Keck, 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 Donna Ford and newly hired Business/HR manager, Amanda Brackett

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

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

There were no public comments.

Financial Reports

The September 2016 Financial Statement was presented and showed that the expenditure target for all elements of the District was 75% of the budget and that all of the budgeted areas were below the target in expenditures. Administration was at 65.5%, Crested Butte was at 66.1%, Gunnison Library at 66.7%, and CAFÉ at 63.3%. The District's Money Market Certificate with Gunnison Savings and Loan totaled \$103,241.83. The Money Market fund balance with Gunnison Bank and Trust was \$635,309.00

Keck moved approval of the financial statement report, Carroll seconded and the motion passed.

Long Range Planning Committee Report

The Long Range Planning Committee met Sept. 26, 2016. Members are Andy Keck, Bruce Bartleson, Rosalie Ott, Amanda Brackett, Donna Ford and Nancy Trimm. The committee met with city officials and are to meet again in November to formulate recommendations to the board on how to proceed.

Director's Report

The District's new Business/HR manager, Amanda Brackett, began work on Monday, Oct 17th. Based on an orientation plan created by current director Donna Ford, she and Donna are training side-by-side for the first two weeks of her employment before Donna's second knee surgery on November 1st.

Lisa Wishard has accepted the Crested Butte Branch Manager position. She will begin work November 15.

The annual staff performance evaluation process will begin on Monday, October 27th. All staff will be asked to complete a self-evaluation form. Supervisors will then provide feedback and comments on the employee's performance. Lastly, all staff will meet with their supervisor and HR to review the evaluation and receive a merit increase if warranted.

The library district once again received the State Grants to Libraries grant. This year's award allocation is \$5,808. Funds may be spent on books, audiobooks, ebooks or e-audiobooks, research databases, and periodicals. Circulation throughout the District is up 4%. Gunnison is up slightly and CB is down slightly. Gunnison Friends of the Library are planning a wine tasting fund raiser for November 3.

The Town of Crested Butte is requesting action on a new contract/lease for the use of Old Rock as a Library. More information is forthcoming.

New Business

The board approved a new contact form for the SDA (Peterson moved and Ott seconded, motion passed); approved a list of holiday closure dates for 2017 (Keck moved, Peterson seconded, motion passed); and a "Document Retention and Destruction Policy for the District (Peterson moved, Carroll seconded, motion passed).

Staff members Jill McKinney and Maria Fenerty made a presentation on the District's new Digital Archive program. The Gunnison County District is one of 8 pilot libraries in the Marmot system to participate. Eventually all items in the collection will be digitized and searchable via the District's website. The library's first project has been to digitize all items in the collection related to Cattlemen's Days. McKinney and Fenerty gave a presentation showing what has been done and how the information may be accessed by anyone online. The presentation was well-received by the Board and the creators were congratulated. Work will continue on various aspects of the collection.

President Bartleson announced that he would soon be sending forms for evaluation of the Director to board members. Executive Director Trimm has completed her self-evaluation and this will also be sent to the Board. Board evaluations will be presented at the November meeting.

Executive Session

No Executive Session was deemed necessary.

The date of the next meeting will be determined with a Doodle Poll but is expected to be in mid-November.

Trimm reminded the Board that a meeting to approve the 2017 budget has been set for December 12 at 1:00 p.m. in Gunnison.

With no further business, Keck moved to adjourn, Peterson seconded, and the meeting was adjourned at 3:07 p.m.

Respectfully Submitted by

Larry Meredith
Secretary