



**GUNNISON COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
Monday, May 8, 2017  
Gunnison Library**

The regular meeting of the Gunnison County Library District Board of Trustees was called to order by President Bruce Bartleson at 4:15 p.m. Board members present were Rosalie Ott, Bruce Bartleson, Andy Keck, Sherryl Peterson, Cindy McKee, Doris Kuiper and Larry Meredith. Acknowledgment of a Quorum was made. Also in attendance were Executive Director Nancy Trimm, Business/HR Manager Amanda Brackett, and John Cattles Sustainable Operations Manager for Gunnison County.

Ott moved approval of the proposed agenda, McKee seconded and the motion passed.

Meredith moved to approve the minutes of the previous meeting with correction of two typos, McKee seconded and the motion passed.

**Special Guest John Cattles, Sustainable Operations Manager for Gunnison County**, had been invited to the meeting to discuss potential renovation of the current Gunnison Library. He addressed possible concerns relating to structural issues and items related to mechanical operations of the current facility and how they might impact plans for remodeling, renovation or expansion of the current building. Members asked questions that Cattles addressed with caution, saying he would need to study the building carefully before making any definite statements or recommendations. His visit was part of the work of a subcommittee working on Facilities Standards. Although no plans are underway to such remodeling or renovation, his comments will help if and when the Board decides to pursue such possibilities.

**The April, 2017, financial report** was presented by Brackett. The report indicated a healthy fund balance of more than \$1 million. The District had recently received a property tax check of a substantial amount and the District was in good shape financially. Gunnison's expenses through April were at 31.2% of the amount budgeted (slightly less than the targeted amount of 33.3%); Administration was at 39.1% (some annual items had been paid totally or substantially up front); the Crested Butte Library was at 34%; and CAFÉ at 36.4% (classes are over the summer and will resume in the fall). Peterson moved acceptance of the report, Kuiper seconded and the motion passed.

**Director Trimm presented the Director's Report**, noting that the District will hold all-staff training on Friday, May 12 and both libraries will be closed until 1 p.m. that day. Rural Philanthropy Days are scheduled for Montrose June 14-16. She presented reports on two Standards Updates – Finance (committee members are Keck, Brackett and Trimm) and Facilities (members are Kuiper, Bartleson and Trimm). The Finance committee made recommendations for two action items – make utilization of strategic goals a priority during budgeting, and utilize a long range plan (5 years) in projecting budgets. The Facilities committee is considering signage, an evacuation plan, repair of the sidewalk on the south side of the Gunnison building and other interior and exterior improvements. Trimm said the next two standards to be addressed are Planning and Technology. She also reported that the job description for Mary Burt, Director of the CAFÉ program, is being rewritten so she can also be involved in outreach for the District targeted especially at the underserved in the community and working on grants for the District. Trimm said she has been a part of the Downtown Leadership Committee for the City of Gunnison as they work on a potential Downtown Revitalization Plan.

**In New Business**, Trimm presented three new written policies for the Board's consideration. A new Purchasing Policy, outlines, among other things, the purchasing ability and responsibility for staff with budgetary authority, managers and

the Executive Director. A new Banking and Cash Management Policy details how cash and checks are kept on the libraries premises, how banking and investments are determined by the Board, and states check-signing authority. A new Investment Policy states that "The Gunnison County Library District will invest board approved funds in accordance with Colorado statutes including but not limited to CRS 24-75-601 'Funds - Legal Investment' and CRS 11-10.5-101 'Public Deposit Protection Act'." It states "Signature authority on any investment accounts shall be held by the Board President, Board Treasurer and the Library Executive Director" and outlines investment objectives. Keck moved approval of the three policies, Ott seconded and the motion passed.

**Old Business** included an update on the Crested Butte town lease for Old Rock Library. Trimm reported that she, Peterson and Brackett, had been investigating old records and had learned that the Old Rock building's transfer from the School District to the Town of Crested Butte had occurred in 1997. They were still searching for documents that might outline definite uses for the building as per the School District's wishes, along with other information, and would continue to report on progress to the Board.

The date for the next regular Board meeting will be determined via a Doodle Poll which will be distributed soon.

Keck moved the meeting be adjourned, McKee seconded and the motion passed. The meeting concluded at 5:45 p.m.

Respectfully Submitted by

Larry Meredith  
Secretary