

Gilpin County Board of Trustees Meeting: August 10, 2023

Attendance: Harv Mastalir, Linza Douglas, Dorothy Sweet, Jeffrey Smith, Ruth Arnold, Alisa Witt and David Josselyn + Director Michael Carlson; **Absent:** None

1. **Call to Order:** 6:30 pm
2. **Call for Changes to Agenda:** None
3. **Approval of Minutes:** Dorothy moved to approve the minutes from the June 8, 2023 meeting as amended. Linza seconded. Approved unanimously.
4. **Public Comment:** None.

5. Library Director's Report

Michael told the board the library had its second busiest July in a decade and statistics were up in almost everything including paid programs, children's programs, meeting room use and overall outreach, but circulation remains about the same as last year. The board was told about recent water issues at the library including a truck load of water that disappeared within 24 hours and water being used faster than usual. The cistern needs to be inspected to see if there is a problem and repaired if needed. The director said he purchased five automatic faucets to cut down on water overuse. He also told the board the American Library Association's conference in Chicago was "fantastic" and the library is already implementing some of the ideas he learned about at the event.

a. Financial Report

The library district's finances were reviewed and discussed.

6. Old Business

a. Update on Well Project

Michael explained that the well project has hit a wall and they are "stuck" because nearby wells also tested high for nitrates. The closest neighbor's well tested higher than the library's while a neighbor near the proposed new well site was lower, but is still considered "borderline." Michael and the board are now waiting to find a professional who can offer an opinion about drilling a new well under the current conditions. The state's water engineer told Michael water engineer 's would not offer an opinion about the situation so their professional reputation would not be harmed. Alisa is going to ask the opinion of some contacts she knows from her position as the county's Public Health Coordinator. She said the nitrate problem is "odd" for Gilpin County.

b. Update on Parking Lot Lighting

Michael told the board he has only begun collecting names of professionals who could help with a plan and make sure any additional lighting follows the county's lighting code. There was also some discussion about vandalism in the back parking lot.

c. Discuss Staff Appreciation

After speaking to most of the staff, Michael said a holiday potluck might be the best idea due to a lack of suitable meeting spaces at local restaurants. Alisa suggested the Monarch Buffet as a possible option to present to the staff. The director said he would have it "nailed down" by the next meeting and explained there is money in both the Staff Appreciation and Working Meals budgets to use toward the event.

7. New Business

a. Review 2022 Cost Allocation Plan

Although costs are up from the previous year, Michael and the board feel the expense of paying the county for a variety of services including payroll, audits, health insurance, maintenance and legal assistance is “not unreasonable” and that having to hire someone for each of the duties would be much more expensive and time consuming. The cost current allocation plan for 2022 will bill the library \$61,594 in 2023 for payment in 2024. David questioned how attorney’s fees were allocated to each department as an explanation was missing from the plan and was told it is unknown currently. **Ruth moved to continue using the county’s services. David seconded. Approved unanimously.**

b. Discuss Salary Considerations and Capital Outlays for 2024

Michael explained there are two issues that will change any numbers representing next year’s salaries including how much to increase Jen Matthews’ salary when she completes her Master of Library Science degree. By law, the library cannot do an outright promotion and must post a new position for which she will need to apply. There is also a county compensation survey, which is supposed to be completed by October 2., that may affect the salaries of all library employees. The board also discussed the options of giving library employees a COLA- or merit-based raise in 2024. Because employees get an annual evaluation on their anniversary, and some will therefore not get a raise until the end of next year, it was determined a mix of the two would be a good way to transition from last year’s COLA-only increase to a possible merit-only increase in the future. Everyone would get a COLA increase in January and a merit-based raise on their anniversary. Employees who are at the top of their salary range will receive a one-time payout for the COLA increase.

c. First Review of 2024 Budget Draft

The first draft of the 2024 budget was presented, but exact revenue numbers are unknown at this time. Most items remain flat from the previous year and no matter what, library expenses are expected to remain under its revenue. The library is expected to receive at least the same amount of revenue as last year, but recent property assessment increases will likely provide more. The results from Proposition HH, concerning a reduction in property taxes, could also affect library revenue next year. Another unknown is interest income, which should increase. Professional services, utilities/water, maintenance/cleaning services, special district dues, liability insurance and payroll-related expenses are all expected to increase next year. Treasurer’s fees will also remain in flux for a couple of months. Michael did not initially include funds for capital projects in the draft budget but was asked by the board to add \$50,000 for possible projects including cistern maintenance, parking lot sealing, replacing the front steps and parking lot lighting. About \$17,000 in salary increases, in line with the discussion of “7b,” will also be added to the budget until an exact number is known.

8. Next Regular Meeting: September 14, 2023

9. Adjournment: 7:55 p.m.

Submitted by Jeffrey Smith, Secretary