

Gilpin County Library Board of Trustees Meeting: October 12, 2023

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

1. **Call to Order:** 6:31 pm

2. **Call for Changes to Agenda:** Harv requested item 7e (County Letter of Support & Approval for EV Station) be added under New Business. **Ruth moved to add item 7e to the agenda. Dorothy seconded. Approved unanimously.**

3. **Approval of Minutes:** **Linza moved to approve the minutes from the September 14, 2023 meeting. Dorothy seconded. Approved unanimously.**

4. **Public Comment:** None.

5. **Library Director's Report**

Michael told the board the door count continues going up and September's numbers were the largest ever for the month due to increased program attendance and use of meeting and study spaces. Overall circulation numbers continue to be flat due to a continued decrease in DVD circulation. The director said the most important factor is that the community is using the library more than ever. The board was also told the library's lending consortium has updated its request process and now allows patrons to use the Prospector catalog and the Interlibrary Loan system now includes the Library of Congress. The library has sent out or received 3,483 items through the statewide courier this year and Michael expects that number to increase in the future. The director presented statistics for the third quarter including a "skyrocketing" 44.5 percent increase in meeting room use and 30.7 percent increase in program attendance. Year-end stats are expected in January.

a. **Financial Report**

The library district's finances were reviewed and discussed.

6. **Old Business**

a. **Update on Well Project**

Harv stated the well project is "not going well" and has little to do with a well anymore. Alisa said she is continuing to request the state reconsider the use of non-potable water in the library restrooms. Instead of proceeding with a well, the library's cistern will be cleaned, examined and possibly repaired over the Veteran's Day weekend, Nov. 10-12, when the library will be closed. The board expects a repaired cistern to reduce water consumption and, therefore, delivery costs.

b. **Update on Staff Appreciation Event**

The board was told staff is "on-board" for closing the library for a few hours and going to the Monarch Casino Buffet on the Tuesday before Christmas (Dec. 19). **Dorothy moved the library close, Dec. 19, 11 a.m.-2 p.m., for a Staff Appreciation event at the Monarch Casino. Linza seconded. Approved unanimously.**

7. **New Business**

a. **Discuss Library Director Evaluation**

To speed up this year's process, Harv told the board he would like to limit this year's director evaluation to examining this year's goals "to see what went right" and setting new goals for next year. He said a full evaluation is not necessary because the board approved a COLA pay increase earlier in the year, so Michael's evaluation is not tied to a merit-based salary increase this year. The board agreed.

b. **Service Hours Discussion**

Michael told the board the library would be more efficient and not waste staff resources if it changed its Tuesday and Thursday hours to close at 7 p.m. instead of 8 p.m. He explained it is unusual to see libraries of this size open past 7 p.m. and that few patrons visit the Gilpin Library after 7 p.m. He also said it would be easier to hire staff and provide more flexibility with part-time staff. There was discussion about use of the meeting room when no staff is present and the various situations that could occur. The board agreed Meeting Room Rules and possibly a liability waiver or contract should be created. **David moved to reduce the library's hours to 7 p.m. on Tuesdays and Thursday effective Dec. 1, 2023. Alisa seconded. Approved unanimously.**

c. **Update Policy on Banning**

Michael told the board the library could use a policy for determining when, and the procedure for, banning patrons who repeatedly violate the library's Rules of Conduct. He explained that all the libraries he's worked for previously have had a similar policy. **Dorothy moved to implement the Banning Policy for the Gilpin Library. David seconded. Approved unanimously.**

d. **Third Review of 2024 Budget Draft**

The third version of the 2024 Budget Draft was presented with numbers for two scenarios related to whether Proposition HH passes or not. Michael pointed out the numbers are not much different in either case due to the library's floating mill levy and that in both cases the library will be saving quite a bit of money. The board was told that due to changes at the county level, the library may have to provide more public notice about the budget process to meet transparency rules. The county has previously posted everything about the library's budget on its website.

e. **County Letter of Support & Approval for EV Station**

A letter was written and signed by the President expressing the board's support of the county's grant application for an EV charging station and approval for it to be located on the library's property. **Linza moved to approve the concept of the EV program and send a letter to the county approving an EV charger on our property. Dorothy seconded. Approved unanimously.**

8. **Next Regular Meeting: December 14, 2023**

9. **Adjournment: 7:41 p.m.**

Submitted by Jeffrey Smith, Secretary