

Gilpin County Library Board of Trustees Meeting

Meeting Minutes: February 9, 2017

Board Members Present Jeanette Lamer, Harv Mastalir, Alan Smith, Virginia Unseld, Alisa Witt, Ann Wyss,

Board Members Absent: Susan Berumen

Quorum Present: Yes

Others Present: Michael Carlson

Absent: Dorothy Sweet, Friends liaison

1. Meeting Call to Order: 7:00 P.M.

Minutes approved as read.

2. Public Comment: none

3. Library Director's Report: Michael presented a written report. Items not included in other sections include: Michael followed up with the County insurance policy covering art work on display and confirmed that it is covered up to \$2,000 per piece. He also reported a new ongoing \$1,000 annual budget savings for the library catalogue system by culling the collection to below 25,000 items in circulation. Michael will also be working with Xerox to obtain a quote on upgrading the copy machine

4. Friends of the Library Liaison Report: Dorothy Sweet was not present so Ann reported. Friends are currently engaged with the Film Series and Used Book Sale Projects.

5. Old Business:

a. County Commissioners Meeting: We confirmed that the County Commissioners will be invited to our March 9th meeting to discuss the Intergovernmental Agreement and learn about our goals for 2017. If the Commissioners cannot make the March 9th meeting, an additional meeting will be set for some time in March when the majority of Trustees and Commissioners can attend.

b. Employee and Friends' Appreciation Event. We will invite the Friends and employees to a happy hour at Roy's on March 10 at 6:00. BOT members will pay for the first round for all guests and Virginia volunteered to pay for pizza. Alisa will create an invitation flyer to be distributed to employees.

c. 2017 Interim Strategic Plan: Alan and Michael will create an abbreviated list of 2017 goals. See New Business for agreed on areas of Focus.

6. New Business

a. Children's Room Renovation Proposal: Alan presented the County purchasing requirements which the Board will be following. Michael presented ideas for making the room more functional and utilizing the space in a more useful manner for children's activities, including an early literacy interactive play station. Jeanette volunteered to work with Michael on the room redesign.

Harv moved that we authorize Michael to investigate renovation of the Childrens room and follow the purchasing and procurement policies of Gilpin County to provide for at least 3 RFP bids to bring to the Board for approval. Jeanette seconded the motion. The motion passed unanimously

6. New Business (Continued)

- b. Review of new Logo design. 6-7 designs were reviewed and one was selected by Library Staff. The Board all agreed the new design will give a nice image for the Library.

Ann moved to approve the new Logo Design and Harv seconded the motion.

The motion passed unanimously.

- c. 2017 Interim Strategic Plan. We agreed on 3 main areas of goals: Youth Services, Technology and Collection. Michael and Alan will put together goals for each of the 3 areas which the Board will review at the next meeting.
- d. Phone Service Upgrade: Michael received a formal quote from Vonage and Century Link for phone service for the Library.

Ann moved that we proceed with the purchase of a new phone system from Century Link and Vonage pending an acceptable service level commitment from each service level provider.

Jeanette seconded and the motion unanimously passed

7. Next meeting will be March 9th at 7:00 p.m.
Meeting adjourned at 9:00 PM

Respectfully submitted by Alisa Witt