

Gilpin County Board of Trustees Meeting October 13, 2022

Attendance: Susan Beruman, Linza Douglas, Harv Mastalir, Dorothy Sweet, Jeffrey Smith, Alisa Witt + Director Michael Carlson

Absent: Ruth Arnold

1. Call to Order. 6:30 pm

2. **Call for changes to Agenda:** Susan moved to add items “e: reappointment of board members” and “f: building lifecycle report” to the agenda under new business. Linza seconded. Approved unanimously.

3. **Approval of Minutes:** Dorothy moved to approve the minutes from the September 8, 2022 meeting. Susan seconded. Approved unanimously.

4. **Public Comment:** none

5. Library Director’s Report

Michael reported circulation for September was above average, eContent usage has increased, and a recent program on Portugal was well attended. He said the board will need to “keep an eye on” the county’s assessment projections which may change significantly before December 10 and possibly opting out of the Colorado Family Medical Leave Insurance.

a. **Financial Report:** The finances were reviewed and discussed.

6. Old Business

a. **Update on Water Testing Options:** Alisa updated the board about testing for the library’s water system and why the library system’s classification requires a licensed water operator. She will investigate if the library needs to be classified this way, if county resources can be used, if the board can seek less expensive bids and if it’s possible to work with Central City.

b. **Discuss Final Draft of Board Bylaws:** Harv explained the bylaws project is moving along and should be finished by the end of the year. Section names will be added, and board members will proofread before possible approval at the December 8, 2022 meeting.

7. New Business

a. Updated 2023 Pay Plan

The board was informed a 7% COLA increase for employees approved by the board would cause some employee’s salaries to go over their pay range. Michael recommended to give those employees a one-time payment to cover the difference. **Alisa moved to approve the amended Pay Plan. Susan seconded. Approved unanimously.**

b. Discuss 2023 Holiday Schedule

Michael recommended the board approve a holiday schedule with wording to make it effective “in perpetuity” to avoid an annual vote. **Linza moved to accept the staff recommendation for the Holiday Schedule. Dorothy seconded. Approved unanimously.**

c. Review Study Room Construction Quote

Michael and Harv explained the quote for study room construction was expensive and recommended the possibility of bundling the project with other county projects to make it more appealing to a contractor and possibly reduce costs. **Dorothy moved the board not approve the construction bid. Linza seconded. Susan moved to bundle the project with other county projects. Aliza seconded. Approved unanimously.**

d. Discuss joining the Special District Association

Michael recommended the library join and pay dues to the Special District Association to stay up to date about new laws and other important information pertaining to special districts. **Alisa moved the library join the Special District Association. Dorothy seconded. Approved unanimously.**

e. Reappointment of Board Members

Linza moved to recommend Jeffrey Smith and Susan Beruman to the Gilpin Board of County Commissions for reappointment to the Gilpin Library Board. Dorothy seconded. Approved unanimously. The board president will hold off on presenting the matter to the commissioners until after the November election at the request of Susan.

f. Building Lifecycle Report

Michael informed the board the county is hiring a company to conduct a building lifecycle report/inventory of equipment for all county facilities and that the library could be added to the list. He recommended we take advantage of this opportunity. **Jeffrey moved the board partner with the county to spend up to \$3,000 for a lifestyle building report. Alisa seconded. Approved unanimously.**

8. Executive Session

Dorothy moved the board enter Executive Session to discuss a personnel matter [pursuant to state statute §24-6-402(4)(f), CRS]. Alisa seconded. Approved unanimously. The board entered Executive Session at 7:38 p.m. **Alisa moved the board end its Executive Session. Dorothy seconded. Approved unanimously.** The board returned to regular session at 8:14 p.m.

9. Library Director’s Evaluation

Dorothy moved to give Michael a 6% merit raise effective retroactively to his start date of Sept. 14. Linza seconded. Approved unanimously.

10. Next Regular Meeting: December 8, 2022

11. Adjournment: Meeting adjourned at 8:20 p.m.