

Gilpin County Library Board of Trustees Meeting: December 13, 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:** None

3. **Approval of Minutes:** Dorothy moved to approve the minutes from the October 12, 2023 meeting. Linza seconded. Approved unanimously.

4. **Public Comment:** None.

5. Library Director's Report

The board was told that November's numbers had "nothing out of the ordinary" but that circulation and patron visits were down slightly due to the library being closed two days for water cistern maintenance. Programming numbers are up including a 10 percent increase in programs over November 2022 and a 68 percent increase in attendance. Reservations are up 38 percent over 2022. Several upcoming programs, including a planned staff appreciation event, will be cancelled or postponed due to the injury of a staff member. The board will be informed of a new date for the staff appreciation event in January. Michael told the board programming like a recent Colorado Shakespeare Festival event were well attended but informational meetings about Social Security and Medicare were not well received. The director also told the board a Clerk position will be eliminated January 4 and a new Library Specialist to assist with programming will be hired. Another employee recently finished her degree in Library Science and is eligible to apply for a promotion to Librarian once the position is advertised.

a. Financial Report

The library district's finances were reviewed and discussed.

6. Old Business

a. Update on Well Project

Harv explained that the well project will keep showing up on upcoming agendas "until there is a way to deal with all of this." He said the water cistern was cleaned and inspected. The company reported it has no cracks or holes, "looks great" and should be cleaned out about every 10 years going forward. Since there were no leaks to repair, and the library uses more water than the cistern can hold between deliveries, adding a second cistern is another option. Currently, the library fills its 2000-gallon cistern with each delivery, but delivery trucks can hold 3000 gallons. Because delivery expenses are very high, receiving a full 3000-gallon delivery by installing a second, 1000-gallon cistern, would maximize those costs and solve the current need for more water.

7. New Business

a. Discuss Compensation Study Results

To be more competitive with other Front Range government agencies, Gilpin County recently hired a consultant to conduct a Compensation Study which included District employees. Michael said he examined research by the Library Research Service on behalf of Colorado libraries and the salary recommendations made in the new Compensation Study are "reasonable." He also believes the consultant did a good job considering the pay differential between the metro area and Gilpin County. The director recommended the Board accept the findings of the Compensation Study and make the appropriate changes to staff salaries effective January 6, 2024. Ruth moved to accept the proposed compensation study pay grades. Alisa seconded. Approved unanimously.

b. **Final Review of 2024 Budget Draft**

The board considered the latest draft of the 2024 budget and asked a few questions for individual clarification. There were no major updates to the numbers other than the increases in compensation voted on with item 7a. The board will vote to adopt the 2024 budget in January.

c. **Consider Harv Mastalir's Request for Reappointment**

Harv told the board his term is up at the end of December and that he'd like to serve on the board again. **Ruth moved to recommend the reappointment of Harv Mastalir as a member of the library board to the Gilpin County Commissioners. Dorothy seconded. Approved unanimously.**

d. **Discuss January Meeting Date**

The board must approve its 2024 budget and mill levy by January 10, 2024. The regular meeting date would be January 11, so the meeting will be moved to Tuesday, January 9. Board members agreed to the change and stated they could attend.

e. **2024 Board Meeting Schedule**

The board was presented with meeting dates for 2024 including the changed date for the January meeting. **Linza moved to approve the new meeting schedule for 2024. Dorothy seconded. Approved unanimously.**

8. **Next Regular Meeting: January 9, 2023**

9. **Adjournment:** 7:35 p.m.

Submitted by Jeffrey Smith, Secretary