

## Gilpin County Public Library Board of Trustees Meeting

May 9, 2024

Attendance: Ruth Arnold, Harv Mastalir, Dorothy Sweet, David Josselyn, Alisa Witt; Michael Carlson, Library Director

Absent: Linza Douglas

- I. **Call to Order:** 6:35pm
- II. **Call for changes to Agenda:** Add "Part Time Employee Holiday Policy" under **D. New Business**. David moved to approve change, Dorothy seconded. Approved unanimously.
- III. **Approval of April 11, 2024 Minutes:** Ruth moved to approve the minutes as amended. David seconded. Approved unanimously.
- IV. **Public Comment:** None
- V. **Library Director's Report:**
  - a. **Financial Report:** The finances were reviewed and discussed.
  - b. **Review April 2024 Activity:** Michael reported on April showing steady activity, despite being closed one day in April due to snow storm. 19 library programs were presented in April with 219 people attending (largest number attending in a month ever!). Community groups are also using the meeting room space heavily.
- VI. **Old Business:**
  - a. **Update on EV Charging Stations:** County says the installation of charging stations in our parking lot is probably 4-6 weeks out. This is grant-funded through the county and will be at no cost to the library.
  - b. **Update on Parking Lot Lighting:** The company (FSG) that came out to survey our parking lot and suggested lighting alternatives has not responded with a bid. Michael is seeking additional bids on the project.
- VII. **New Business:**
  - a. **Consider Nominating Committee's Recommendation on Library Board Vacancy:** Harv and Ruth reported on their process and the formal letters of interest received. Only one applicant responded by deadline, who was then interviewed on 5/5/24. Alisa moved to approve that we recommend Lauren Lottino to the Board of County Commissioners. Dorothy seconded. Approved unanimously.
  - b. **Approve Resolution for Board of County Commissioners:** Review of the Resolution 24## Appointing Trustee to the Gilpin County Public Library form to send to the BOCC. This will be taken up at their next regular meeting following receipt from us. David

moved to submit our recommendation of Lauren Lottino to the Board of County Commissioners. Dorothy seconded. Approved unanimously.

- c. **Storage Unit Upgrades:** Michael presented the need for a better storage area behind the front desk and his suggestion to install cabinets with doors and shelves using budgeted funds. Alisa moved to allocate \$1500 from capital projects budget to install cabinets behind the front desk. Dorothy seconded. Approved unanimously.
- d. **Part Time Employee Holiday Policy:** Currently the official holidays celebrated by the library create problems when those days are unpaid for our 3 part-time staff, who then need to make up hours elsewhere. This is already in our budget as paid hours so would not incur a new expense. Michael consulted with County HR and suggested we adopt a policy, based on other libraries in area. David moved to adopt the Part Time Employee Holiday Policy as written. Dorothy seconded. Approved unanimously.

**VIII. Next Regular Meeting: June 13, 2024**

**IX. Meeting adjourned at 7:25 pm**