

Gilpin County Public Library Board of Trustees Meeting

February 8, 2024

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

Absent: Jeffrey Smith, Alisa Witt, Linza Douglas

- I. **Call to Order:** 6:32pm
- II. **Call for changes to Agenda:** None
- III. **Approval of January 9, 2024 Minutes:** Dorothy moved to approve the minutes. David seconded. Approved unanimously.
- IV. **Public Comment:** None
- V. **Library Director's Report:**
 - a. **Financial Report:** The finances were reviewed and discussed.
 - b. **Review 2023 Annual Statistics and January 2024:** Michael reported on January activity showing circulation and door count good as compared to the same period last year: Circulation up 7.1%, mostly through books but also 10% increase in on-line materials. Door count up 2.8%. Programs were down due to cancelling 12 Lego programs in January due to Deb's injury. We still conducted 9 programs for the month with about 160 people in attendance. Virtual Legal Clinic is quite popular, done in cooperation with 4-5 other libraries on that same day of month. Upcoming programs are a Tax Clinic for lower income residents on 3/8/24 run by Benefits in Action, and an Estate Planning Workshop in April. Review of 2023 versus 2022 annual statistics: Overall circulation lower by 2.6%, mostly in videos and ahead in e-content. Patron visits up 10%, program attendance up 25%, and meeting room use up 29%.
 - c. **Other:** Library Specialist part time position has been posted for a month with 21 applicants and three interviews scheduled. One candidate was made an offer but she took another position instead.
- VI. **Old Business:**
 - a. **Set Date for Staff Appreciation Luncheon:** Michael requested the celebration lunch be rescheduled for Tuesday 3/26. Dorothy moved we close the library 3/26 from 11-2 for staff appreciation lunch. David seconded. Approved unanimously. Michael invited Board members to join and to RSVP.
 - b. **Revisit Vacant Library Specialist Position:** Michael reported difficulty covering evenings and Sundays with current staffing, as well as covering running of programs when Deb is unavailable. Plan is to continue the current ad on County website until 2/19, and then pause during Michael's vacation, with intention to reconfigure position if no viable candidates to current ad and re-advertise beginning 2/26. Dorothy moved to allow Michael to repost this position as a 30-hour position with benefits as of 2/26. David seconded. Approved unanimously.

VII. New Business:

- a. Review Strategic Direction 2024:** Michael presented his overarching goals for 2024. Dorothy moved to approve the Strategic Direction 2024 document. David seconded. Approved unanimously.
- b. Discuss MOU between Library and Sacred Homestead LLC:** This document regards the use of the meeting room by Sacred Homestead LLC during 2024. Dorothy motioned to approve the MOU between Gilpin Library and Sacred Homestead LLC. David seconded. Approved unanimously.
- c. Review 2024 Reserve Fund Projections 2021-2024:** Board discussed this document which shows 3% in restricted reserves per TABOR; 15% of FY spending for capital expenditures (a cumulative fund), 10% for emergency reserves (a cumulative fund), and remaining available cash in unobligated reserves (a cumulative fund).

VIII. Next Regular Meeting: April 11, 2024 (no March meeting)

IX. Meeting adjourned at 8:01 pm