

## Gilpin County Public Library Board of Trustees Meeting

October 10, 2024

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

- I. **Call to Order:** 6:34pm
- II. **Call for changes to Agenda:** None
- III. **Approval of September 12, 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, including Budget 2025 estimates. Adjustment was made to Computer Hardware and Software in Budget 2025 based on new software provider's increased rates.
  - b. **Review September 2024 Activity:** Number of circulation items checked out continues to be fantastic compared with last year, including DVD circulation rebounding from declines seen last year and book circulation up. The door count for month was slightly down due to several unexpected closures with cistern installation but overall on pace with last year. Michael is spending a lot of time on technology issues, including changing our software provider and researching how to come into compliance with the state's new website accessibility laws by next July, which may require some compliance software or a consultant.
- VI. **Old Business:**
  - a. **Update on EV Charging Stations and Parking Lot Lighting:** The transformers were installed. The County install of 2 EV charging stations is still pending per County Community Development. Discussed alternative lighting meanwhile for backdoor/handicapped accessible entrance area; Michael will look into inexpensive ring camera with motion-activated flood light.
  - b. **Update on Study Room:** Study Pod on order should be delivered soon. Should be ready for use by 11/1/24.
- VII. **New Business:**
  - a. **Consider Nominating Committee Recommendation:** No recommendation at this time. Ad will continue to run until 11/15.
  - b. **N/A**
  - c. **Consider Closing Early New Year's Eve:** New Year's Eve is on Tuesday 12/31. Dorothy moved we close at 5pm that day, Linza seconded. Approved unanimously.

- d. **Discuss Library Specialist Position:** Michael discussed how this position was advertised and filled last spring, and his desire to have Deb, current Children’s Librarian, mentor the current candidate on program development with additional hours. David moved to increase hours for Library Specialist position to full-time, not to exceed 40 hrs per week, effective January 1,2025. Richard seconded. Approved unanimously.
- e. **Reconsider 2025 Salary Scenarios:** Dorothy moved that for 2025 we increase COLA to 2.5% and Merit Increase not to exceed 3%. Linza seconded. Approved unanimously.
- f. **Third Review 2025 Preliminary Budget:** Discussed minor adjustments and bottom line net profit that goes into the Ending Fund Balance.

**VIII. Next Regular Meeting: December 12, 2024**

**IX. Meeting adjourned at 7:46 pm**