

## **Gilpin County Board of Trustees Meeting: September 14, 2023**

**Attendance:** Harv Mastalir, Linza Douglas, Dorothy Sweet, Jeffrey Smith and David Josselyn + Director Michael Carlson; **Absent:** Ruth Arnold, Alisa Witt

1. **Call to Order:** 6:31 pm

2. **Call for Changes to Agenda:** Harv requested item 6b (Update on Well Project) be changed to an action item. **Dorothy moved to change item 6b to be an action item. David seconded. Approved unanimously.**

3. **Approval of Minutes:** Linza moved to approve the minutes from the August 10, 2023 meeting. **Dorothy seconded. Approved unanimously.**

4. **Public Comment:** None.

### **5. Library Director's Report**

The board was told August was a typical month at the library with the door count up nine percent and program attendance up 29 percent over last year. It was explained circulation was down one percent due to a "significant" drop in DVDs being checked out. Michael is watching the trend to see if it's a short-term issue due to nice weather or that more people streaming online content. Fall programs include LEGO STEM classes, story time, movies, Colorado Shakespeare Festival performance and Social Security informational class. Michael also informed the board he will be on vacation next week.

#### **a. Financial Report**

The library district's finances were reviewed and discussed.

### **6. Old Business**

#### **a. Fieldtrip to See New Study Pod**

The board went to look at a new study pod and agreed it was a "wonderful" addition to the library.

Patrons who have used the pod have expressed positive feedback. There was a suggestion to add a sign alerting patrons of a small step to get into the pod.

#### **b. Update on Well Project**

Michael told the board he met with state water officials and learned that the library wouldn't be able to use its polluted well water for just toilets and sinks and that more than likely any newly drilled well will also become contaminated due to the fractured granite throughout the area and leaky septic systems in the neighborhood above the library. The library will now need to clean and repair its water cistern to fix a leak and ultimately reduce water delivery expenses. To complete the repairs, the cistern must be empty, and the library closed due to the lack of water. Michael suggested the weekend of Veteran's Day would be a good time since the library is already be closed Friday and Saturday. **Dorothy moved the library close Nov. 12 to allow for cistern repairs. David seconded. Approved unanimously.**

#### **c. Update on Staff Appreciation Event**

The board was told that staff settled on going to the Monarch lunch buffet sometime around Thanksgiving or Christmas, to be determined. The library will close for two-three hours around lunch on whichever day is chosen.

### **7. New Business**

#### **a. Staff Reorganization**

Michael recommended the library reduce the number of Circulation Clerk positions by one and add a Library Specialist position to assist with programming, technology assistance, community interaction and all other operational duties to better serve library patrons and provide stability when at least two current,

long-time staff members retire in the next two years. Three budget scenarios were presented including making no changes to previously approved salaries, eliminating a clerk and adding a part-time specialist, and laying off a clerk and hiring for a full-time and benefited position. All would include previously approved COLA and merit raises. Michael suggested that offering benefits (scenario 3) would attract better, multi-talented candidates and provide an incentive for them to stay longer. **Dorothy moved the board accept scenario 3 of the proposed staffing reorganization plan. Linza seconded. Approved unanimously.**

b. **Second Review of the 2024 Budget Draft**

The second draft of the 2024 budget was presented with items approved at the last meeting, including a capital improvement budget and a new position's salary and benefits, added in. Most other numbers remained the same as the first draft. Revenue and select other numbers will remain unknown until after the November election and the results of Proposition HH, concerning a reduction in property taxes, are known. Michael pointed out there should still be a "healthy" balance, even with the added position.

**8. Next Regular Meeting: October 12, 2023**

**9. Adjournment: 7:15 p.m.**

*Submitted by Jeffrey Smith, Secretary*