

Delta County Public Library District  
Delta County Board of Trustees  
Meeting Minutes  
February 15, 2017 1:15 pm  
Crawford Library

*Serving and Empowering People, Providing Resources for Life, Leisure and Learning*

**Members Present:** Briscoe, Crank, Earley, Gnauck, Herber, Mock, Pettigrew

**Members Absent:** Bliss

**DCPLD:** Hart, Little, Morris, Spencer

**Guests:** Erica Howard, Happy Data Bookkeeping

1. Introduce Guests. Lisa Mock was introduced as the new Board Trustee
2. Public Comments. None.
3. Agenda Changes. Add Janitorial RFP under New Business.
4. Approve Consent Agenda; Minutes from Board Meeting January 18, 2017: Briscoe, Crank 2<sup>nd</sup> M.P.
5. Accept District Director's Report: Discussion on Cedaredge Foundation, Hotchkiss remodel, Skybeam, Delta community support, GoCo grant, and EnvisionWare. Herber, Pettigrew 2<sup>nd</sup> M.P.
6. Accept Financial Report-Erica Howard. Discussion on reports and auditor. Crank, Herber 2<sup>nd</sup> M.P.
7. Old/Continuing Business
  - a. District Director's Comments – Updates. Discussion on refurbished computers, Sage Payroll and bookkeeping.
  - b. Accept Assistant Directors Comments – DCED. Discussion of purchase by School District on old City Market building and possibilities of Delta Library being in close proximity.
  - c. Cedaredge Lease – Updates. Crank and Bill Welch have been meeting about the Cedaredge lease. In the past the interior has been taken care of by the District and outside by the Foundation for \$12.00 a year. Bill Welch wants to ask the District for \$100/month. The Hotchkiss lease with the Memorial Hall is \$200.00 a month for 99 years and actually is rent for the administration offices with all utilities paid. There was discussion on the original intent of the Cedaredge Foundation. Discussion on services vs. buildings. Consensus was to leave the \$12.00 rental fee.
  - d. Fundraising – Updates. Hart will ask Ihnot to send out an e-mail to show figures at the end of this week. The Board was asked to continue getting the word out to people.
8. At-Large-Position – Updates: Lisa Mock is our new Board Trustee. Hart and Earley received a letter of resignation from Nancy Hovde.
9. New Business
  - a. Bank Signature Changes. Motion to have Hovde and Emma Neil's signatures removed from the Bank of Colorado and First Colorado National accounts and to add Crank's signature to the Bank of Colorado and First Colorado National Bank accounts. Pettigrew moved and Herber 2<sup>nd</sup>. M.P.
  - b. Directors Salary Treatment. Briscoe moved 3% salary increase to Lea Hart, Director, and Herber 2<sup>nd</sup>. M.P.

- c. Trust and Endowment Annual Meeting in March. Herber is Vice President of the Trust and Endowment and Interim-Vice President of the Board – A Trust and Endowment meeting will be held after the board meeting in Delta on March 15, 2017.
  - d. Janitorial RFP. Briscoe and Crank met with Hart. Recommendation was Commercial Cleaning/Steve Chavez. The contract is set up for one year beginning March 1<sup>st</sup> with a five year automatic renewal possible. Discussion on carpet cleaning and insurance. The consensus was that Hart would choose the service.
10. Executive Session: CRS 24-6-402-4. Not needed.
11. Board Member Comments: Briscoe suggested a District wide calendar of District book sales. Ihnot would be the one to put this together. Library visits and program attendance are up in all five libraries. This was suggested to be a great article for the paper. Computer usage is down – but wireless service is up. There haven't been figures in the past for wireless usage, but this will be compared from this year on.
12. Adjourn Crank, Pettigrew M.P. 2<sup>nd</sup> 2:51 p.m.

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Ruth Pettigrew, Secretary

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Date