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Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY DISTRICT

BOARD OF TRUSTEES

Annual Meeting

Tuesday, January 17th, 2017

5:30 PM

Granby Library

55 Zero St., Granby, CO 80446

Meeting Minutes

Trustees present: Mary Chance, Annie Douden, Sally LeClair, Nancy Knoohuizen, Marcus Davis, Carol Hunter, and Jim Sloan

Staff Present: Stephanie Ralph, Tara Ingle, Sarah Greenberg, Jeanie Johnson, Matt Sutton, and Jeanette McQuade. Georgia Noriyuki was present as legal advisor.

Public Present: Merilyn Hunter, Marla Gall, Kerry Davidson, Elizabeth Gall and Shawn Davis

- I. Call to Order and Consideration of Trustee Absences
President Chance called the meeting to order at 5:30 pm. All trustees present.
- II. Amendments to the Agenda
There are no amendments to the agenda.
- III. Approval of the Agenda
Chance entertained a motion to approve the agenda. Douden so moved, Leclair seconded, all approved, motion carried.
- IV. Consent Agenda:
 - A. December Board Minutes
 - B. Correspondence
Ralph reported that there was correspondence from former Board President, Kim Jensen.
 - C. Check Register and Expenditures
 - D. GCLD Reports: Executive Director, Facilities, Library Resources, Technology, Public Services, Branch Reports Report Package
 - E. Finance - December Budget to Actuals

Davis—Question regarding tuition reimbursement. Showing \$14,000 but budgeted \$7500? Ingle responded that the District received staff reimbursement requests of \$14,000, but had budgeted \$7500
Douden mentioned that the Quickbooks report did not display the full check register page.
Chance called for motion to approve the Consent Agenda, Davis so moved, Knoohuizen seconded, all approved, motion carried.
- V. Friends of the Grand County Library, Inc.
Hunter reported that the Friends are the recipients of funds raised at a Rotary

Club Bingo event, Feb. 4, at Carver's in Winter Park. The Friends had a successful year of fundraising again in 2016, ending the year with \$43,000. This was \$10,000 more than anticipated. Decisions will be made soon about the distribution of the funds.

VI. Action Items

There are no action items.

VII. Information Items

A. Review by Executive Director of GCLD December highlights

Ralph provided a synopsis of events and attendance at GCLD's branch libraries, highlighted water-related damage at the Central Services Building as well as malfunctioning boilers at the Granby Library.

B. Update on the Board of Trustee President position

Chance is interviewing for a library position at Fort Hays University in Hays, KS. If she is offered the position, she will resign from the Board after the February Meeting.

Committee to choose new President of the Board, should Chance resign, will be made up of Douden and Knoohuizen. This at-large position on the Board expires in 2019.

C. Report - Sarah Greenberg Library Resources GCLD usage statistics 2015 and 2016

1. 15% spent less on collections in 2016 yet circulation remained the same
2. Definitive shift to online media—double digit increase 4th year in a row
3. Holds, which are staff work intensive, have increased with corresponding courier traffic and associated costs.,
4. Patron visits are more consistent year-round; not seeing the sharp seasonal spikes as in the past.
5. Wi-Fi usage is up 11%. The bandwidth has doubled in Granby and is increased by 70% in Juniper. Fraser's bandwidth capacity has also increased.
6. Online resource usage is correspondingly up over 2015.

D. Report from Committees: Community Partner, Strategic Planning

1. Sally LeClair, Annie Douden, and Carol Hunter met on Dec. 28 as the Community Partner Committee. The committee name was changed from Marketing and Public Relations to Community Partners. The goal is to find ways to meet the needs of our patrons and community.
 - a. Decision was made to take a limited community survey, with each member talking with 5 community stakeholders about library

usage and perception of GCLD. Information has not been compiled. This process has been very enlightening and informative.

- b. There is a definite sense of a need to share information about the District. Questions are raised such as, “What did that mill levy do?”

2. Strategic Planning Committee meeting canceled due to illness.

E. Executive session per 24-6-402(4) (b), C.R.S., conferences with an attorney for the public entity for the purposes of receiving legal advice on the YMCA tax and interest repayment. Georgia stated this Executive session was protected due to attorney client privilege. Leclair moved to go into Executive Session, Douden seconded, all approved, motion passed. Board of Trustees entered into Executive Session at 6:29 pm.

F. Executive Session 24-6-402(4) (f) C.R.S. Personnel matter regarding the Executive Director. Board of Trustees reconvened into scheduled agenda at 8:00pm

G. Evaluations: Review of surveys - Staff Satisfaction Survey and Board Self-Evaluations
The evaluations will be provided to staff and trustees via online surveys.

H. Discussion on the date for the BOCC annual report
Ralph reported that GCLD presents a yearly “state of the library district” report at the beginning of each year to the Board of County Commissioners. It is an opportunity to discuss our situation, give a financial overview, and share our achievements.

I. Public Comment

Merilyn Hunter and Marla Gall expressed concern and dismay that the Board Packet, a summary of the month’s activities at the branches and departments, is not available for the public nor displayed and discussed at the Board meeting.

The question of what exactly should be made available to the public by the District was raised. At present only the documents linked on the GCLD webpage are available to the public.

XII. Adjournment

Chance entertained a motion to adjourn and take up the business of the GCLF. LeClair so moved, Douden seconded, all approved, motion carried. The meeting adjourned at 8:30 pm.