

Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY DISTRICT

BOARD OF TRUSTEES

Regular Meeting

Tuesday, October 10, 2017

6:30 PM

Granby Library

55, Zero St. Granby, CO 80446

Minutes

Trustees Present: Sally Leclair, Nancy Knoohuizen, Marcus Davis, Jim Sloan, and Darcy Schlichting, Ann Douden.

Staff present: Tara Ingle, Stephanie Ralph, Jeanette McQuade, and Jeanie Johnson

Public present: Merilyn Hunter, Marla Gall, Shawn Davis, Cindy Hald, Kris Manguso, and Elizabeth Gall

- I. Call to Order and Consideration of Trustee Absences
Leclair called the meeting to order at 6:30 pm. All trustees are present
- II. Amendments to the Agenda
There were no amendments to the agenda.
- III. Approval of the Agenda
Douden moved to approve the agenda, Knoohuizen seconded, all approved, motion carried.
- IV. Consent Agenda:
 - A. September Board Minutes and workshop minutes
 - B. Correspondence
Letter of resignation from Carol Hunter in September. LeClair replied with a thank you for her work.
Ralph: received resignation from Noriyuki as legal counsel.
 - C. Check Register and Expenditures August
 - D. Finance – September Budget to Actuals
 - A. Friends of the Grand County Library, Inc.
Merilyn Hunter clarified that the Friends in the past have primarily supported children's programs, but are not limited to that. Now preparing for Member Appreciation event, Oct. 24, 10 am. and have been trying to make it a fun event—not just a business meeting. Melitta White is new Board member from Kremmling. Had a fund raising event at the Dean Public House, with the Friends receiving 10% of profit for the evening.
 - B. Grand County Library Foundation
Schlichting: In light of the meeting just prior to this Board of Trustees meeting, there is nothing new to report
 - C. Public Comment
No public comment

Respectfully submitted by Jeanie Johnson, Recording Secretary

- D. Public Hearing 2017 Appropriations Budget for public comment
Ingle: Had appropriations budget stripping away GCLF funds. Have received no public comment.

VI. Information Items

- A. Review by Executive Director of September GCLD department highlights

Fraser Valley Roof work is finished. Repair of Granby heat/air expected to be completed by end of month. COHS has two students enrolled and working toward diplomas.

- B. Search for trustee applicants for At Large A (District 2). This position is actually an “At large” position, but in the light of achieving equal geographic representation, we really would like to have a trustee from District 2- Granby and/or Grand Lake. Ralph asked for approval to post. Approved by consensus.

- C. Finance Committee: Presentation and discussion on the proposed 2018 Budgets for public posting

Davis: met Sept. 27, 2017, Tara, Knoohuizen, and Davis met to discuss and prepare the 2018 budget.

Ingle: Budget is important for a government entity. It is the roadmap for future. Very important.

Inter-period equity—does not operate in reserves. Someone else’s generation funds today’s library.

We now have two funds: General fund ie: general operation, debt, and capital improvements.

7% revenue increase. Expense expected to increase 5%. Majority of expense increase is due to cost of doing business and vendor increases.

Special revenue fund ie: GCLF operations

Revenue increase 18%

Expense decrease 27% (skewed this year because of Grand Foundation grant funds)

Need for reserve spending in the amount of \$11,270 as we continue funding our debt reserve at current level.

Would ask the Board to reconsider directive to NOT spend reserves from May direction.

Would like the Board to consider spending \$23,000 of facilities reserves for capital projects district wide.

2017 Baseline Budget was stripped, keep district as it is today—not sustainable.

2018 Budget proposal funds sustainability measures that include:

- Proposing 1.15 additional FTE
- 1% pay for performance and equity adjustments
- 8% increase to library materials and technology
- Facilities 1% increase

- Professional services 12% increase to increased treasurer fee
- Debt remains in operating budget for 2018 rather than funding from reserves
- Budget for spending 50% of collected donations
- >\$25,000 for admin, Kremmling, Granby and Fraser in capital projects

Davis: Ingle and Ralph have done a great job this year.

\$164,000 increase in income—want to spend only 40% of that.

Approve this for public posting tonight; printed at admin office, and will be on webpage by 9 am tomorrow.

Nov. 21 adopting the 2017 appropriations budget, then give public opportunity to input 2018 budget. Will adopt this budget in December 2017.

Leclair called for motion to approve: Douden so moved, Sloan seconded, all in favor, motion carried.

D. Policy Change: proposed one time exception to Meeting Room Policy

Ralph: GCLD has no way to exchange money within the library. Would propose a two-time exception for a book-signing for Martin Smith and also a group presentation or forum of local self-published authors.

Would then like to review the meeting room policy—work with Jim Sloan (Policy Committee).

Leclair called for a motion to propose a two-time exception: Knoohuizen so moved, Douden seconded, all approved, motion carried.

E. Back to School Amnesty for Library fines

Ralph: Would like to remove barriers from our customers, would like to have a gratitude week to remove the fines which create an impediment to checking out library materials.

Davis moved to approve back to amnesty for library fines 1 week in November, Schlichting seconded, all in favor, motion carried. Enusre that the schools are aware of the amnesty

F. Report on September 28th Trustee Workshop

Schlichting: Jacqueline Murphy led the workshop. Prior to workshop, Board began discussing MOU of GCLF. No other items were discussed as this was lengthy.

Most important questions: separation of GCLF from GCLD, Murphy recommended setting the MOU aside until separation is complete. She also recommended a hold on separation until after Jan. 2018.

G. Board Self-Assessment online survey - analysis and report Jim Sloan

Six members of Board completed survey. All in all, Sloan says it turned out pretty well considering that we had several new board members last year, and board had to learn to work as unit to support the district.

A discussion followed about updating the formal process for evaluation of the executive director with a request from Ralph to postpone the review until December. Sloan and Leclair will work on a review document.

Sloan mentioned that another issue he became aware of is a need for more training and orientation for new board members.

H. Town Presentations: Fraser, Winter Park. Report on presentations

There is a lot of excitement, energy and planning in the east end of the county. Ralph's question to the Fraser and Winter Park town boards was, "How can we stay connected and help you achieve your goals?" Douden took the opportunity to thank the Fraser community and Fraser Town Board members who actively supported the GCLD mill levy.

Jeanette McQuade reported that she went to both town meetings and a chamber event in same week. That end of the valley is in a point of huge growth. GCLD needs to stay on their radars.

Discussion on transportation—need to publicize that the bus can come to FV Library.

VII. Action Item

Approval of 2018 Proposed Budget for Public Posting

Leclair called for discussion, then a move to approve the 2018 proposed budget for public posting. Davis so moved, Douden seconded, all approved, motion carried.

VIII. Adjournment

Leclair called for motion to adjourn, Sloan so moved, Knoohuizen seconded, all approved. The meeting adjourned at 7:49 pm.