

## Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY DISTRICT

BOARD OF TRUSTEES

Regular Meeting

Tuesday, March 20, 2018

5:30 PM

Granby Library

55 Zero St., Granby, CO 80446

### Minutes

Trustees present: Sally Leclair, Marcus Davis, Jim Sloan, Darcy Schlichting, Bambi Statz, and Kim Cameron

Staff present: Stephanie Ralph, Tara Ingle, Jeanie Johnson, Matt Sutton, Anthony Leyba, and Emily Pedersen

Public present: Marla Glass and Marilyn Hunter

- I. Call to Order and Consideration of Trustee Absences  
Max Frazier was excused and absent as approved in the February Meeting  
The meeting called to order at 5:30 and dismissed to convene a meeting of the Grand County Library Foundation.  
Meeting recalled to order at 6:37
- I. Amendments to the Agenda. Two discussion items will be added to the Agenda.
  - H) Two dual GCLD/GCLF directors will be appointed to the Foundation
  - I) Leclair announced the addition of an executive session

#### Approval of the Agenda

Leclair called for motion to approve amended agenda, Schlichting so moved, Sloan seconded, all approved, motion carried.

- II. Consent Agenda:
  - A. February Board Minutes
  - B. Correspondence  
Ralph read a letter that Marilyn Hunter sent to both the BOCC and GCLD  
Marilyn shared the good news with BOCC that GCLD responded to her concern about reopening of HSS Library. She wanted to thank GCLD in person for making this happen.  
Leclair stated that trustees received audit letters and could respond.
  - C. Check Register and Expenditures
  - D. Finance - February Budget to Actuals and Balance Sheet  
Davis moved to approve the consent agenda, Statz seconded, all approved, motion carried.
- III. Reports
  - A. Friends of the Grand County Library, Inc.

Marla Gall reported that the Friends continue with plans for a Tea at the end of April. Tonya Munn is a new member of the Friends Board.

The Friends are excited to serve as examples to other Friends groups due to their successful fundraising. Eagle Valley Friends group contacted Marla about their fund raising efforts. They were especially interested in the Progressive Dinner.

Grand County Library Foundation

- B. Reporting for the Foundation, Schlichting had nothing to report beyond the discussion under H) Discussion items.
- C Public Comment No public comment.

## 6:15 pm

### IV. Information Items

- A. Review by Executive Director of February GCLD Department Highlights Ralph reported that she will be away from the office next week. Jeanie will be acting in her stead.  
Highlight of February was the reopening the Hot Sulphur Library. She thanked Merilyn and Marla for helping to make this a great community event.
- B. Review of Changes to Board documents online access via “Teams” Anthony Leyba. The workflow to access documents is changing. Teams will be the new delivery system for Board Documents and may be accessed from the link BoT MRP (Board of Trustees Monthly Report Packet) in bottom right corner of gclid.org webpage.
- C. Presentation by Matt Sutton on the management of the GCLD facilities management. Matt summarized his philosophy and work as facilities department head. He emphasized good stewardship and keeping an eye on the budget as key points driving decisions.
- D. Committee to select Board Committee members  
Leclair suggestions for new committee members.
  - a. Policy—Kim Cameron  
Sloan is present member
  - b. Strategic Planning—Max Frazier  
Schlichting is current member
  - c. Finance—Bambi Statz  
Davis is current member.
  - d. Community Partners –will be filled as needed
- E. Onboarding and training opportunities for new Trustees  
Ralph: Jacqueline Murphy has resigned from the State Library and Gene Hainer, State Librarian, may be available for training trustees until June 30.  
Special Districts Association (SDA) has a training on June 15. Held in Granby, registration is necessary. A three-day SDA conference, Sept. 12-14, 2018, is very worthwhile.  
Ralph will be planning a local trustee training for April.
- F. Annual review and Approval of the 2018 Board By-Laws including changes to:

- a. Appendix A : Trustee Selection Process. Procedure for the Selection of Trustees  
Eliminated publicizing on radio  
Background checks will happen after the Board has made their selection and before a name goes forward to the BOCC for approval.
  - b. Board of Trustee organization chart  
Ralph and Davis discussed the reason for the chart as well as the arrangement and reasoning for positioning of the committees.
  - c. Article IV Section 1.1 – Duties of Officers add the words the“President is a de facto member of every committee”.
  - d. Section 5. Officer’s Signatures on checks and warrants  
Davis: There is a resolution dealing with identity of check signers.  
Referred to Resolution 2016-10-11 names the check signers  
Ingle recommends a resolution naming the officers (President, Secretary, or the Board Treasurer) as check signers.  
Leclair will review, call for discussion, and will bring for an action item at the April meeting.
- G. Review of MOU with the Friends
- a. Leclair called for discussion. Representatives of the Friends brought changes in the MOU that specified three date changes..
  - b. Leclair called for a motion to approve the Friends MOU, Davis moved to an action item the approval of the amended MOU, Schlichting seconded, all approved.
- H. Appointment of GCLD trustees to Foundation (dual director/trustee). Discussion on appointing Sally Leclair and Jim Davis to the Foundation as the two GCLD trustee representatives.
- I. Executive Session: Leclair called for a motion per SS 246-402 4A CRS concerning a proposal for the sale of the property at 225 East Jasper Granby to move to executive session. Davis so moved, Statz seconded, all approved, motion carried.

The regular BoT meeting resumed at 8.41 pm

#### VI Action Items

- a. Davis proposed a motion to appointment of GCLD trustees Sally Leclair and Jim Sloan to Foundation (dual director/trustee). Motion was seconded by Schlichting and was passed unanimously.
- b. Schlichting proposed a motion to approve the Memorandum of Understanding (MOU) with the Friends. Motion seconded by Cameron and motion passed by a unanimous vote

- c. Jim Sloan proposed a motion that GCLD does not accept the current real estate proposal for the Admin building on 225 East Jasper Ave., Granby. The motion was seconded by Davis and passed unanimously

Motion was made to adjourn the meeting

VIII. Adjournment Meeting adjourned at 9:05 pm

Minutes approved 2018-04-14