

Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY DISTRICT

BOARD OF TRUSTEES

Regular Meeting

Tuesday, November 20, 2018

5:30 PM

Granby Library

55, Zero St. Granby, CO 80446

Minutes Approved 12/11/2018

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

Staff Present: Stephanie Ralph, Polly Gallagher, Jeanette McQuade, and Tara Thompson

Public Present: No members of the public were present.

Minutes

5:30 pm

I. Call to Order and Consideration of Trustee Absences

LeClair called the meeting to order at 5:30pm.

II. Amendments to the Agenda

No amendments to the agenda.

III. Approval of the Agenda

Kim Cameron motion to approve the agenda. Darcy Schlichting seconded, all approve, motion carried.

5:40 pm

IV. Consent Agenda:

(The items under "Consent Agenda" are a group of items to be acted on with a single motion or vote. This agenda is designed to expedite the handling of limited routine matters by the Board. A Board member may request that an item be removed from the Consent Agenda and will state when the item will be discussed in the meeting or tabled to another meeting. The removal of an item will require a second and a majority vote of the Board. Items on the Consent Agenda will be voted on by a single motion, second and non-roll call vote.)

Discussion on the October minutes. Davis proposed minutes be withheld from the Consent Agenda until the November minutes have been reviewed. Content under discussion was the appointment of a Committee to supervise the Executive Director annual review. Davis made a motion to approve the consent agenda with the removal of the October Board Minutes removed for review. Max Frazier seconded. All approve, motion carries.

- A. [October Board Minutes](#) -
- B. Correspondence - None
- C. [Check Register and Expenditures September](#)

- D. Finance – [October Budget to Actuals](#) and Balance Sheet

5:45 pm

- A. Friends of the Grand County Library, Inc.

Stephanie Ralph reporting – Marla Gall could not attend and asked that Ralph provide a report to the Board. The Fraser Valley Library Progressive Dinner is Dec 5. Places are available on the walking tour. The pie sale at Grand County Administration Building raised approximately \$600 and was sold out in about 10 minutes. The Friends would like to recognize Tony Harmes and her children who contributed most of the pies.

- B. Grand County Library Foundation

Jim Sloan reporting – Focus has been on developing plan for Colorado Gives Day. Marketing campaign will begin with a parade on 11/27 in Kremmling, then receive Commissioners recommendation, Granby Ace will provide hot dogs, Fraser Rec Center, and then onto The Peak – the idea will be to provide people an opportunity to donate. Next meeting of the Grand County Library Foundation Board will be on Dec 4. Colorado Gives Day is an excellent opportunity for end of year giving..

- C. Public Comment

None at this time.

- D. Public Hearing for the Proposed 2019 Budgets

Budget has been posted both online and on the Administration Building window. No comments submitted.

Motion to open a public hearing for the Proposed 2019 Budget by Jim Sloan; seconded by Bambi Statz. Open hearing at 5:46pm.

None at this time.

Motion to close public hearing at 5:47pm.

6:00 pm

- V. Action Items

- A. Approval of Resolution 2018 11-01: A Resolution for Setting and Posting a Regular Meeting Schedule for the GCLD Board of Trustees for the Year 2019

Motion by Marcus Davis to approve the resolution for Setting and Posting a Regular Meeting Schedule for GCLD Board of Trustees for the Year 2019.

Motion seconded: Darcy Schlichting.

All approved. Motion carried.

B. Approval of Resolution 2018-11-02: A Resolution for Setting the 2019 Holiday Closure Schedule

Motion by Max Frazier to change the 2019 resolution of Holiday library closures to include two days for Staff Training.

Motion seconded: Kim Cameron

All approved. Motion carried.

Approval of Motion Resolution 2018-11-01 to set the 2019 Board Meeting Dates

Motion seconded: Max Frazier

All approved. Motion carried.

6:15 pm

VI. Information Items

A. Review by Executive Director of GCLD [October Department Highlights](#) and Statistics

Staff held a pot luck to honor Jeanie Johnson's leaving. The chair lift MOU has been approved by the Fraser Town Board and FVL is awaiting the chairlift. Thanks to a grant from the Grand Foundation, plans are in place for a gaming center at the Granby Library which will kick off on December 12. The Gaming Center is part of an initiative to engage the tween/teen community. Polly Gallagher attended a training to prepare for the Summer Reading 2019 theme *Universe of Stories*. The emphasis in 2019 is on engaging participants in STEM activities and includes ideas for maker space opportunities. GCLD I focusing on attracting and engaging the next generation of library users. GCLD will be seeking out collaborations with those who have skills to provide a more hands on activities and programming opportunities. Recognition by Sally LeClair regarding the depth and excitement of programming happening at the branch libraries.

B. Review of 2019 Strategic Plan and proposed goals (Strategic Planning Committee) including Review of 2018 Strategic Goals

Max Frazier reporting – marketing the strategic plan in a format that is appealing to the public that lays the ground work for future messaging. People, Place, Platform are the three targeted areas with connected hashtags to use in our social media marketing. With the boards focus on financial responsible, it is critical to communicate this to the community as well as create a consistent message of what we want to highlight market. Stephanie Ralph reporting - As we go forward into 2019, our goal is to work smarter and pull in people in the

community who want to share with others and focus on providing quality programming without overtaxing our finances and staff. Question by Marcus Davis regarding what tangible measures we have with this strategic plan to verify our growth. Sally LeClair responds that this provides a framework and Bambi Statz heard a reallocation in our program, facility space, and ideas to not grow but measure against. Discussion ensued regarding role of targeted stats and qualitative impact stories for measurement of success. Suggestion by Kim Cameron to also include volunteer work and donations. Next step forward is to develop measurable and developing the 5-year plan. Board take a closer look to then place the adoption of the 2019 Strategic Plan.

C. Review of the county-wide newspaper article distribution

Kim Cameron is speaking on behalf of *Grand Gazette* and Mike Turner from *Winter Park Times* requesting equity of library articles to all newspaper distribution. Discussion ensued regarding options including board members writing district based articles, intentional distribution of weekly article to all papers, submittal of pictures.

D. Timeline, Review for Executive Director Evaluation survey

Sally LeClair speaking need to identify timeline. 2 sets of analysis took place regarding reviewing of evaluation. Intention is to have the survey distributed by December with survey completed by the January meeting for evaluation completion. Request that the SDA Leadership Questionnaire be used as a replacement as it is a 12 question condensed questionnaire. Ultimately evaluation includes self, staff, and board evaluation which the board then collects and puts into an evaluation with goals. Revised 2017 evaluation tool simplified was reviewed and the SDA tool for determining an efficient, effective, constructive tool tied to the job description that will support growth. To combine and then finalize an instrument to be reviewed in December.

Kim Cameron presents motion that Bambi Statz join Marcus Davis to present a tool for December meeting.

Max Frazier seconds.

All approved. Motion Carried

E. Town Presentations: Hot Sulphur Springs and Granby

Hot Sulphur Springs town board meeting will take on Dec 20 with Marcus Davis as the board representative.

Granby Town Board presentation in January 8 with Sally LeClair as the board representative.

7:30 pm

VII. Adjournment

Darcy Schlichting Motion to adjourn meeting at 8:09am.
Seconded by Jim Sloane.
All approve; motion carried.

The Board reserves the right to add or delete items of business and to change the order of business as needed. The Board welcomes public participation in the meetings. If specific accommodations are needed, please contact the Director, Stephanie Ralph, at 887-9411, ext. 101, fax 887-3227, or e-mail sralph@gcld.org at least 48 hours in advance of the meeting.

Protocol for Public Comment at Meetings of the Grand County Library District Board of Trustees

The following policies shall apply to the Public Comment portion of the agenda at all regular monthly meetings and special meetings of the Grand County Library District (GCLD) Board of Trustees:

1. A specific start and ending time for public comment will be included in the agenda for the meeting, as determined by the President. The notice of meeting will conform to any requirements of the bylaws of GCLD.
2. Persons wishing to provide public comment must sign a sign-up sheet prior to the start of the public comment period of the agenda, and provide their name, mailing address, telephone number, the name of any affiliated organization for which they have been authorized to provide comment (if any), and the general topic or issue on which they desire to comment. A copy of this protocol will be available with the sign-up sheet.
3. Each person will be allowed 3 minutes to provide comment.
4. Board members will listen to comments, and not interrupt or otherwise respond to comments. At the close of the public comment period, board members may direct questions or comments to the President. The issue may be resolved at the meeting or direction given for follow-up
5. Personal attacks on board members or others, comments that are or would tend to be considered profane or otherwise unacceptable, and issues involving current or former employees and their employment status or relationship to GCLD are not appropriate for comment, and may be halted and excluded at the discretion of the President.
6. The President will reasonably accommodate the needs of persons with a disability in providing comment; provided, however, that the person needing an accommodation must make a request for such accommodation, directed to the Library Director, no later than 48 hours prior to the scheduled commencement of the meeting.