

Grand County libraries: linking people to boundless opportunities
GRAND COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
Tuesday, March 21, 2017
5:30 PM
Granby Library
55 Zero St., Granby, CO 80446
Meeting Minutes

Trustees present: Annie Douden, Sally LeClair, Nancy Knoohuizen, Marcus Davis, and Carol Hunter. Jim Sloan is absent. Mary Chance has resigned.

Staff Present: Stephanie Ralph, Tara Ingle, Sarah Greenberg, Jeanie Johnson, and Emily Pedersen; Georgia Noriyuki was present as legal advisor.

Public Present: Kim Cameron, Cathy Craig, Kerry Davidson, Shawn Davis, Elizabeth Gall, Marla Gall, Kris Manguso, and Cindy Hald.

- I. Call to Order and Consideration of Trustee Absences
Douden called the meeting to order at 5:30 pm. All trustees present.
- II. Amendments to the Agenda
Douden called for an amendment to change public comment to follow VI E (Invitation to Friends) on the agenda. Davis so moved, LeClair seconded, all approved, motion carried.
- III. Approval of the Agenda as amended
Hunter moved, LeClair seconded, all approved, motioned.
- IV. Consent Agenda:
Douden entertained a motion to approve the consent agenda. Hunter so moved, LeClair seconded, all approved, motion carried.
 - A. February Board Minutes
 - B. Correspondence
Mary Chance, President of the Board, sent a letter of resignation. She has moved to Hays, KS, to take a position at Ft. Hays University.
 - C. Check Register and Expenditures-January
 - D. Finance - February Budget to Actuals and Balance Sheet
- V. Friends of the Grand County Library, Inc.
Marla Gall spoke on behalf of the Friends.

Respectfully submitted by Jeanie Johnson, Recording Secretary

At the March meeting, the Friends finalized the plans for 2017 fundraisers. The fundraisers on the calendar at this date are:

Grand Lake Progressive Dinner, May 8
Kremmling Days Pancake Breakfast, June 17 - 18
Book sale at Granby Library, July 4
Tops of the Rockies, July 8
Grand Lake Used Book Sale, July 14-1
Annual Meeting and Volunteer Appreciation Party, Oct. 28
Hot Sulphur Pie Sales, Nov. 21
Fraser Valley Progressive Dinner, Dec. 8.

Friends are exploring possibilities for another fall fundraiser between July and November. Pat Snyder, a Grand Lake quilter, donated a kaleidoscope quilt to the Friends that will be the October Quilt Raffle prize.

\$40,000 was allocated to GCLD with the following allotments:

\$22,000 children's and adult collections
\$10,000 district level programming
\$ 2,500 Branch wish lists--\$500 each branch
\$ 2,500 Grand Ideas fund--\$500 each branch
\$ 2,000 Branch incidentals--\$400 each branch
\$ 1,000 1000 Books Before Kindergarten

The funds will be distributed in quarterly installments.

VI. Information Items

- A. Review by Executive Director of February GCLD department highlights and response to public questions: book clubs, donation policy (Policy Manual page 23 - 4.12c Cash donations and 4.12.d All Donations and Donations Variance), library programs (policy Manual page 26 4.14a-4.14e)

Ralph introduced Cathy Craig, acknowledging her work for the Friends, and Emily Pedersen, Branch Manager of Hot Sulphur Springs and Kremmling Libraries.

Question: A question arose last month about book clubs that caused us to define a library program: "*A GCLD library program is developed, managed and evaluated by qualified library staff.*" Based on definitions from the Colorado State Library, GCLD can co-sponsor a program with the signing of a management agreement. Many book groups in the county borrow books from libraries and/or librarians place their holds. In order to create consistent parameters for collecting the statistics, the library counts attendance if the library books club is managed by a librarian or is held in the library. GCLD could develop a link for Grand County bookclubs on the website.

Question: In reply to a question about GCLD's donation policy and donors wanting to designate a donation to a particular branch, Ralph explained our donation policy provides for a variance to donation procedure. The variance provision allows donor to come to the board, explain a need, and the Board can make a decision on a case-by-case basis. There is also a branch wishlist of items that each branch would like to acquire. An individual donor may want to consider the branch wishlist.

Highlights: Fraser Valley Library had reported a compressor failure in the mechanical room that resulted in a fire alarm on March 12. There are no safety concerns now and new equipment is scheduled to be installed on Thursday, March 23.

Future programs: Jeanie is working toward a Career Online High School that provides accredited high school courses to those who have no high school diploma. We have applied for 10 scholarships and will learn whether we are accepted by March 28. The projected implementation date is August, 2017.

Library users in Hot Sulphur Springs co-sponsored Love our Library in February.

City Market Community Rewards program will be reported upon by Community Partners committee.

Mountain Family is providing fruit for children after school, also coats and shoes for those who are in need.

Ralph, Johnson, Hunter, and Luton attended a Grand Lake Town Board meeting at which we were able to tell them of new summer hours for Juniper, adding Sunday to their regular schedule.

Shoutbomb is a new text messaging library notice service.

B. Committee to select Board Officers and Committee members - Strategic Planning and Policy Committee

Nominating committee made up of Douden and Knoohuizen recommended Sally LeClair for president when /if Mary resigned. Jim Sloan has been recommended for the Secretary position currently held by LeClair. LeClair agreed to accept the responsibility as President of the Board of Trustees. Sloan has communicated from Arizona that he is willing to become Secretary.

Douden entertained motion to approve the nominations for President and Secretary. Davis so moved, Hunter seconded, all approved, motion carried.

Ingle is concerned about having Board members available to sign checks.
Knoohuizen will be here and she is a signatory on the account

Douden recommended that we stall other committee appointments left open by
Chance's resignation until we have a new trustee or until necessary.

C. Report from Committees:

i. Community Partners

Carol Hunter: Thanked Ralph for help with the Donations brochure and shared its contents and intent. It is still in draft stage at this point. It will be distributed to selected citizens, provided by libraries, posted in prominent places such as post offices, and by social media, gclid.org and the Foundation webpage that will soon be updated. She shared the City Market Community Rewards program that is another way to raise funds for the Foundation—similar to Amazon Smile.

ii. Strategic Planning

Davis stated that the SP committee work was stalemated due to his work schedule.

iii. Policy Committee

a. Board By-Laws and Trustee Policy—now divided rather than one booklet. Sloan wanted links rather than downloadable files. Library law is included in both documents.

- **Section 2.1** Trustee Ethics Statement—based upon ALA statement
- **Section 2.6** Revised Trustee Expenses and Vehicle Use Self-explanatory
- **Section 2.7** Authority to make official statements Specified at who can speak on behalf of the Board
- **Page 12** Board of Trustees Organizational Chart amended p. 13 refers to making announcement for new trustee position. Trustee manual states that we should announce in two newspapers. Sky-Hi is very expensive while Grand Gazette is reasonable. We will not run in Sky-Hi due to expenses, but will in Grand Gazette. Will use Facebook, webpage, etc.
- **Appendix D** Changes to Protocol for Public Comment

b. GCLD Policy Manual

- **Section 3.15** Definition of Library Program “GCLD library programs are developed and managed by qualified library staff.”
- **Section 3.4** Transparency statement: Listed what will be included on website: See sec. 3.4
- **Section 4.5g/4 Authorized Investments and Transactions**
 - a. Linked to library law

1. Ingle has recommended changes to policy manuals regarding the \$2500 check signing by either President or Treasurer to be “board member”
Davis recommends placing “authorized board member.
2. Ingle recommended GCLD policy re. room reservation fees be changed from “may assess a fee for meeting room spaces” to “a meeting room reservation fee which is non-refundable.”
3. Ask that Board add capitalization policy to reflect \$5000 capitalization p. 28

Douden asked to move approval of Policy Committee changes to an action item. Hunter so moved, Davis seconded, all approved, motion carried.

- c. Review of Memorandum of Understanding (MOU) with the Friends
Ralph—The MOU was last reviewed in 2014. The policy committee worked on updating it and the Friends revisited it as well. After discussion the decision was made to review an edited document, then approve next month.
- d. Compensation Philosophy Statement
Ralph presented a compensation philosophy statement, which will be added to the employee manual once it is approved. Douden entertained motion to move to an action item, Davis so moved, LeClair seconded, all approved, motion carried.

- E. Invitation to the Friends for a social gathering before the April 18th Board of Trustees Meeting
Ralph: This was an idea and suggestion to thank and meet the Friends at 4:45 pm on April 18 prior to the Board meeting. Ralph will send a formal invitation.

V. Public Comment

Shawn Davis: Voiced concern about the Career Online High School with possible loss of federal LSTA funding and its sustainability

Douden asked for motion to move into executive session at 6:54 pm in order to conference with legal counsel to receive legal advice regarding the negotiations pertaining to the YMCA tax refund as well as the listing of the administrative building. Motion made by Hunter, LeClair seconded, all approved, motion carried.

- F. 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 negotiations pertaining to the YMCA tax refund.
- G. Executive session per 24-6-402(4) (a), C.R.S., concerning the listing of the property 225 East Jasper Ave.
Executive Session ended at 8:20 pm

Respectfully submitted by Jeanie Johnson, Recording Secretary

VII. Action Items

- A. Motion by Knoohuizen to approve policy changes to board by laws and GCLD policies, LeClair seconded, all approved, motion carried.
 - B. Motion requested to approve the compensation philosophy as presented, Knoohuizen so moved, Davis seconded, all approved, motion carried.
 - C. Motion called for to accept officers positions as of end of business 3-21-17, Davis so moved, Knoohuizen seconded, all approved, motion carried.
 - D. Douden called for a motion to approve relisting property with same terms, LeClair so moved, Davis seconded, all approved, motion carried.
 - E. Douden called for a motion to adjourn, Knoozuizen so moved, Hunter seconded, all approved, motion carried.
- Adjournment at 8:24 pm