

## Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY DISTRICT

BOARD OF TRUSTEES

Regular Meeting

Tuesday, July 18, 2017

5:30 PM

Fraser Valley Library

421 Norgren Rd, Fraser, CO 80442

Meeting Minutes

Trustees Present: Sally LeClair, Annie Douden, Nancy Knoohuizen, Carol Hunter, Marcus Davis, and Jim Sloan. Darcy Schlichting's absence was excused.

Staff present: Tara Ingle, Jeanette McQuade, and Sarah Greenberg

Public present: Marilyn Hunter, Marla Gall, and Douglas Smith

- I. LeClair called the meeting to order at 5:29 pm. All trustees are present with exception of Darcy Schlichting. Stephanie Ralph, Executive Director, was unable to attend due to an injury.
- II. Amendments to the Agenda  
Ingle requested an amendment to the agenda to add a request for a letter of support from the GCLD Board for the Enterprize Zone.
- III. Approval of the Agenda  
Knoohuizen to approve agenda as amended, Douden seconded, all approved, motion carries.

**5:40 pm**

- IV. Consent Agenda:
  - A. June Board Minutes  
Amend to indicate that Marcus Davis voted in dissent of the Board appointment. In Section E regarding bid process - would like to waive requirement for second bid due to fact that second bidder provided an incomplete bid.  
Correspondence
  - B. Check Register and Expenditures May
  - C. Finance – June Budget to Actuals and Balance Sheet  
Douden moved to pass consent agenda with amendments, Knoohuizen seconded, all approved, motion passed.

Fraser welcomed Board members and the public to the meeting. She gave a huge thank you to Joy McCoy for her 10 plus years to the district. Thanks to Cindy Hald for pulling extra duty during the interim.

5:45 pm

- V. Friends of the Grand County Library, Inc.  
Marilyn Hunter: Thursday's Friends meeting was held with Ralph in attendance. They are creating a joint document (Friends and GCLD) dealing with book donation procedures. Anna S. is no longer on Friends Board as she is now employed by GCLD.  
Still have a Kremmling vacancy on the Friends board. The four fundraisers netted \$17,000 in June and July. Davis asked if the donation policy was part of the MOU. Hunter said, "No," it is more a procedure or guideline.  
LeClair thanked the Friends for a great Tops of the Rockies event stating that it was "just extraordinary!"

- VI. Public Comment  
Doug Smith: Spoke to a delivery driver who was very positive about the library, using audio books while driving her route.

VII. Information Items

- A. Review by Executive Director of June GCLD department highlights  
LeClair gave the Executive Director report, mentioning about attending the BOCC meeting for Darcy's appointment and the discussion on financial transparency at the county level.
- B. Budget Review January – June 2017 & Financial Transparency Tara Ingle

The Board added a financial transparency document to the policy manual at the beginning of 2017. Documents included in the District financial transparency policy include the GCLD Board agenda, minutes, monthly check register, monthly budget-to-actuals, and the executive Director Report. In addition to documents provided by our transparency policy we also provide additional documentation.

All financial transparency documents, including Board agendas and minutes, are available on [gclid.org](http://gclid.org), as well as archived past documents. Within the agendas, there are hyperlinks (in blue text) to the documents referenced therein. All financial documents are posted the Friday before the monthly Board of Trustees meeting.

GCLD also complies with the Colorado Open Records Act (CORA). This request form is also available on [gclid.org](http://gclid.org).

The District received significant donations in 2017 as well as from the YMCA. We may see additional funds in the Specific Ownership tax line. Since fall of 2016, increased fines and fees have helped to offset copy and faxing charges. Due to additional grants received from the state for the online high school, we

show an additional \$10,000 in revenue as well as additional funds raised by the FOGCL.

Personnel: The Department of Labor is still reviewing overtime regulations, so these may still affect the District. For now, however, we have not spent the additional 5% buffer allocated by the Board. We are currently under budget in personnel due to no unemployment claims, this could change with recent separations. Overall, Ingle expects to be under by 7%.

Library Materials and Technology: This line is on budget for public taxpayer revenue. State grants have been applied to the online public resources line. Tech equipment and repair is difficult to predict as this line covers library projectors and security equipment that we have yet to run to failure. The ILS software and automation software lines cover the Marmot contract. Ingle is predicting that the LMT line will be 2% under budget.

The telephone line is significantly over budget at 13% due to application of sales tax and provider changes, but the Personnel line will cover some monies.

Facilities & Maintenance: Sutton is doing an excellent job with the budget lines over which he can exert control. The building repair line is over budget, though this is an impossible line to predict. The District did receive insurance monies to cover some of the expenses incurred by admin water damage and Fraser sprinkler repairs.

The legal fees will be extremely over budget based on first six months use. Ingle minimizes the expense of Pat Berger, our external control, by reviewing documents prior to submission. Professional fees should be within 3% of the budget.

The District is currently under budget by \$30,000 or 2% of operating expenses. Ingle does not expect the District to go over the appropriated budget of \$2.599 million and does not expect to trigger a supplemental budget. Ingle commended the staff for monitoring spending and keeping to such a strict budget. Expected savings at year-end is \$17,000.

Ingle reviewed the financial forecast. Ingle expects the District to trigger a refund the facilities reserve in 2018. Economic Stabilization use of funds will have to be cut from the 2018 budget in order to have a balanced budget in 2018 per prior board direction. We will pull \$83,000 from facilities reserve to pay for the Fraser roof and cooling project. This pushes the Economic Stabilization Fund out to 2022 if we continue funding the debt retirement reserve at the current level.

- C. Request for letter of support for Enterprise Zone was made by Ingle. Currently GCLD holds two approved projects for the economic development of Grand

County with the building of Juniper and Granby facilities. This new application will seek to combine these two projects and broaden the purview of the project. Enterprize Zone is an economic development program for areas in the state with depressed economies. Donations to approved projects can lead to greater tax benefits to donors. The application is for Grand County Library District to contribute to our local economy with educational resources that allow for job creation and retention. Ingle states part of the application process is to provide letters of support from the community. She asks for the board to support this application.

Moved to an action item

D. Finance Committee:

- i. Recommendations arising from 6 month budget review-Davis indicates no recommendations at this time as no supplemental budget is necessary.
- ii. YMCA donation of 50% interest paid on 2002-2004 taxes equated to \$18,693.37 is appreciated.
- iii. Timeline to 2018 Budget was discussed as strategic planning committee is still developing 2018 master plan. We continue to work with other special districts as they figure out their abatement collection.

E. Community Partners Committee

Hunter asked the Board to authorize her to go to Foundation and ask for focus group that eventually will become the GCLF board. The Foundation bylaws will be reviewed in September with a goal of making the Foundation completely separate from the GCLD Board. Hunter asked the GCLD Board to give her the authority to go to GCLF and ask for a committee to complete the separation of the board. Douden moved to support the Community Partner Committee in revitalizing the Foundation, Davis seconded, all approved, motion passed.

Review of Timeline for building 2018-2021 Master Plan and project management of the 2017 Strategic Plan

More time is needed for community outreach directives and the timeline for the master plan.

- F. Board Training Jacqueline Murphy and workshop is delayed to the week of August 14-18.
- G. Board Self-assessment online survey  
There were no suggestions for changes to the survey. The board was asked if they would like it open now. Board agrees that survey is fine to run as is and open immediately.
- H. Reception for Friends of Grand County Libraries was discussed and tentatively set for September 19, 4:30 pm, Granby Library.

**8:30 pm**

IX. Action Items

- A. Letter of support for Enterprise Zone application. Douden motions to approve drafting a letter in support of the GCLD Enterprise Zone contribution project, Hunter seconds, all approved, motion passes.
  
- X. Adjournment  
LeClair called for a motion to adjourn, Douden so moved, Knoohuizen seconded, all approved, meeting adjourned at 7:05 pm.

DRAFT