

Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY DISTRICT

BOARD OF TRUSTEES

Regular Meeting

Tuesday, August 15, 2017

5:30 PM

Juniper Library @ Grand Lake

316 Garfield St, Grand Lake, CO 80447

Meeting Minutes

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

Staff present: Tara Ingle, Stephanie Ralph, Sue Luton, and Jeanie Johnson

Public present: Merilyn Hunter, Marla Gall, Kerri Davidson, and Elizabeth Gall

- I. Leclair called the meeting to order at 5:30 pm. All trustees are present with exception of Annie Douden.
- II. Amendments to the Agenda
Ralph introduced two amendments.
 - A. Report by the Community Partners Committee
 - B. Ingle requested an amendment to the agenda to get directive from the Board on an appropriations budget for 2017.
- III. Approval of the Agenda
Leclair called for a motion to approve the agenda as amended. Davis so moved, Knoohuizen seconded, all approved, motion carried.
- IV. Consent Agenda:
 - A. July Board Minutes
Hunter asked for a change to the minutes to reflect separation between the Committee Partners Committee report and the review of the timeline for building 2018-2021 Master Plan and project management of the 2017 Strategic Plan. Knoohuizen requested a change to the communications line in the six month budget review as the District is requesting a refund from the vendor of sales tax on telephone services.
 - B. Correspondence
 - C. Check Register and Expenditures June
 - D. Finance – July Budget to Actuals and Balance Sheet
Leclair called for a motion to approve the consent agenda with changes. Hunter made the motion, Davis seconded, all approved, motion carried.

5:45 pm

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

Submitted by: Jeanie Johnson, Recording Secretary

Merilyn Hunter—Debbe Knutson from Fraser is new Board member. Connie Graham from Grand Lake resigned.

Discussed letter of support for the Enterprize Zone. Merilyn needed more information before writing the letter of support from the Friends. Ingle replied that the Enterprize Zone is a State of Colorado program for depressed rural economies. GCLD has two of these projects: Juniper Library building as well as the Granby Library building. Ingle would like to consolidate those two projects because GCLD does add to the economic benefit of Grand County. Any contributions to the libraries would fall into the one contribution project for GCLD.

The Friends are gearing up for annual meeting in October, will have a committee to draft slate of officers of the Board of the Friends. Merilyn will step down as president but will remain on the Board.

Friends are updating their brochures and have updated their by-laws.

Tops of the Rockies cleared about \$13,000 after expenses.

Carol Hunter asked if brochures are successful for fundraising. Merilyn replied that the intent of the brochure is to gather members—not to raise funds. Librarians can give customers brochures that have membership information on it.

Stephanie thanked Merilyn for efforts during the past three years of leadership of the Friends.

- VI. Public Comment
No public comment

6:30 pm

- VII. Information Items

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

Ralph introduced Sue Luton, Branch Manager of Juniper Library in Grand Lake. Sue has been Branch Manager of Juniper for 24 years.

The Fraser Valley Library roof as well as the cooling project has been delayed due to weather conditions throughout August.

One hundred-fifty DVDs are missing district-wide. The courier has been investigating. It has been experienced by other libraries. This has happened before and the company repaid the district for the DVDs.

Staff changes—from a very steady staff group for the last nine years, we have had people leaving and new members coming in. New staff members are: Sandy McLean, Mandie Zeigler, and Martha Baird as well as Anna Szczepanski.

Knoohuizen asked about reason for changes in staffing. Ralph replied that each change has been personal, however work opportunities are opening up in the area.

B. Tara Ingle needs direction from the Board to move Foundation activity currently budgeted within GCLD's general fund to a special revenue fund per auditor's direction. GCLF is our responsibility in our budget—would like to move to an appropriations budget. Ingle wishes to avoid two budget presentations in the upcoming months with finalizing 2017 and 2018 as the budget process must be adhered to. Ingle would like to work with Finance Committee in order to present the appropriations budget in September.

Davis—In discussions, what Tara is asking for is to appropriate funds to the Foundation rather than supplemental. This seems to be the right direction. Would not cause extra funds to be needed as in a supplemental budget.

Ingle does not see need for supplemental budget upon completion of 6 month review. May be affected by unemployment compensation claims but at this time an appropriations budget is sufficient.

Board directed Ingle to develop an appropriations budget for presentation in September.

C. Hunter—Foundation committee is part of the Community Partners committee. A meeting of focus group is scheduled on Sept. 19 to discuss financial position and goals. There will be two groups, one financial and other bylaws. On September 12, GCLD's Finance Director and Treasurer meet along with the Foundation Committee's Focus Group.

Hunter asked for a short Foundation meeting on Sept. 19 to bring the Board up to date. The Grand County Historical Association has just published a new book, *Go Grand*. There are 10-12 people collecting information on Grand County's libraries and the history of the libraries and their impact on the county should be available for the public in January. Hunter recommends the purchase of 5 copies of *Go Grand*.

Leclair said foundation meeting would meet on 9/19/2017. Davis recommended that Historical Association create a display alongside the books.

Davis recommends a report from the Foundation as a regular part of the agenda of the Board in the future.

- II. Department of Public Services – Update on Fall Programming
Johnson discussed three fall programs:
Grand Community of Writers, Career Online High School, and Babies, Books, and Bags.

III. Strategic Planning Committee
A. Community Engagement – 2018-2021 Master Plan

Ralph—Strategic Planning Committee, made up of Douden, Davis and Ralph, began with a community survey. Four hundred eleven results, an impressive response. The survey gives GCLD an opportunity to find what folks are thinking about the library district. The information-gathering process is part of the approach to developing master plan for 2018-2020.

What does public value most? More or less of services?
What is the value that GCLD really has in the community?
Number of responses from each library reflected the size of communities.
Survey found that most people who responded were library users—enthusiastic, 55 or older. Women are primary responders--85%.

Pretty invested in the libraries and confirmed library customers, visiting on weekly or daily basis. A few (2) said they do not use a library.

Interaction with library staff not too frequent, but librarians are welcoming, almost family, and part of the experience of coming into the library. People are independent library users.

How do you rate your interactions with library staff? On the whole, very high response.

What value does the library have? How do we help you out?

Traditional, expected responses: Books, DVDs, top-rated are public computers and children's services

People also value printing services. There were a few questions about community meeting spaces, not too many comments about increased fees for room usage or printing.

Increase, maintain, or decrease library services?

What people would like to see more of is an increase in library hours. Early childhood literacy is very important.

Libraries are a safe place. People feel valued when they come to the library.

Ralph believes that this is a survey of our core library users. Characteristically, they tend to have higher education degrees and a good spread in the economic bracket. Many of the older responders had children and infants in their household.

Ralph stated that this committee is going to follow up with the CP committee interviews, an objective look at the library. The committee is hoping to put those survey responses and the CP interviews together and come up with a different set of questions to find the gaps.

Davis has agreed to do this. He stated, “The interviews of the CP committee gives great data, but one response does not indicate a trend. Survey validates what we already do. Kitchen table talks ask what should we do doing. Two things: 1. Reach a different demographic, 2. Provide a few more open ended questions about what else you’d like to see.”

- B. Board Training Jacqueline Murphy - workshop September 28, 10 am -2 pm, at the Granby Library. All trustees can attend except Knoohuizen
- IV. Board Self-assessment online survey - analysis and report
Survey has been done; all responded. Jim Sloan will review the responses and come up with recommendations
- V. Reception for Friends of Grand County Libraries.
The Board will send individual invitations to Friends Board members to a reception, 4:30 pm, Sept. 19.
- VI. Town Presentations: Granby, Fraser, Winter Park, Hot Sulphur Springs and Kremmling
Ralph asked that when she attends a town meeting the trustee from that community attend.
- VII. SDA Conference – September 13-15
This year all must register for all three days. Jim Sloan received a scholarship for the three-day event.
Trustees need to let Tara know if wish to attend by Sept. 1.
- IX. Adjournment
Leclair called for a motion to adjourn, Hunter so moved, Sloan seconded, all approved. Meeting adjourned at 7:42 pm.