

## Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY DISTRICT

BOARD OF TRUSTEES

Regular Meeting

Tuesday, November 21, 2017

5:30 PM

Granby Library

55, Zero St. Granby, CO 80446

### Minutes

Trustees present: Leclair, Sloan, Douden, Schlichting, Davis, and Knoohuizen

Staff present: Ralph, Johnson, Ingle, and McQuade

Public present: Kerri Davidson, Shawn Davis, Marla Gall, and Elizabeth Gall

- I. Call to Order and Consideration of Trustee Absences  
Leclair called the meeting to order at 5:33 pm.
- II. Amendments to the Agenda  
There were no amendments to the agenda.
- III. Approval of the Agenda  
Douden moved to approve the agenda, Sloan seconded, all approved, motion carried
- IV. Consent Agenda:
  - A. October Board Minutes
  - B. Correspondence—Letter from Kathy Knight re. HSS swamp cooler situation.  
Also have received a letter from Annie Douden stating that she would not seek a position on the Board next term.
  - C. Check Register and Expenditures September  
Sloan mentioned the October Board minutes did not list Douden as present.  
Davis made a motion that the amended consent agenda be approved,  
Knoohuizen seconded, all approved, motion carried.
  - D. Finance – October Budget to Actuals and Reports:
- V. Reports
  - A. Friends of the Grand County Library, Inc.  
  
Marla Gall reported for the Friends and presented the 4<sup>th</sup> quarter distribution check to GCLD in addition to the quilt raffle check of \$875.00. The pie sale was today and netted about \$800.00. The Fraser Valley Progressive Dinner is coming up on Dec. 6 with walking tour tickets available. Bus tickets have all

been sold. No formal meeting was held in Nov. due to lack of quorum.

Two questions re. donation policy:

1. Is the new donation policy contrary to the existing MOU? Ralph stated that the MOU would have to be reviewed.
2. Does the 50% of donations to be spent include the funds from Friends? Ingle replied that it involves general donations, not the Friends. Marla has been treasurer of the Friends for 13 years and is the incoming President in 2018.

**B. Grand County Library Foundation**

Schlichting reported on GCLF. Sloan is doing research on foundations around the state. He reported that he is visiting with an Executive Director of the High Plains Library District Foundation and is attending a telephone conference in November. The Plains Library District Foundation has a makeup of 5 district board members and 4 community members. This foundation is also rural with multiple branches. One of the board members does not vote unless there is a tie. In 2016 they raised \$140,000.

We currently have an FRP for legal counsel for the district. The foundation has only \$1,000 for legal fees that makes it difficult to retain an attorney.

Recommends increasing legal fees to \$2500 and then \$2500 for marketing costs.

Nov. 28 Douden and Sloan will have conference call with Jacqueline Murphy of the state library and plan to bring a plan for review in December.

**C. Public Comment**

Marla would like an update on the HSS Library

Exec. Director indicated the agenda item regarding this comment.

**D. Public Hearing for the Proposed 2018 Budgets, no comments.**

Davis and Ingle: No comments from the public due to the budget postings. Do we need to make changes to 2017 budget due to facilities repair? Ingle has added \$8,000 to building and equipment repair to the 2018 budget.

Davis: Regarding the Foundation, if the Foundation separates they will need their own budget. If they do not separate, we will need \$2500 in the legal expense line and \$2500 for marketing. If we choose to stay together, we can develop a plan. We can have options based on the amount of activity in the foundation. We may need a supplemental budget but would like to keep the GCLF budget tight right now.

Douden encourages the Foundation to fund legal expenses so GCLF does not have to rely on a volunteer.

Sloan questioned the increase in personnel salaries as well as merit pay. It was explained that salary increase which provides for an increase of 1.15 full time employees and the merit pay is based on new pay for performance salary structure.

Discussion followed regarding GCLF as a revenue source.

VI. Action Items

A. 2017 Final Budget Adoption. Approval of Resolution 2017-11-03: Resolution for Budgetary Transfer

Ingle: Asking board to give appropriated reserves to GCLD to spend on operations if necessary. This has become necessary due to the unexpected costs involved with the HSS damage and repair. The resolution appropriates the fund balance of \$92410 from the general fund to create a special revenue fund. Also the resolution appropriates \$7874 to GCLF for 2017 expenses. The budget expects to come in over budget for \$11,000 for 2017. Ingle is asking for \$20,000 to cover all operations. A reserve appropriation eliminates the need for a supplemental budget.

Leclair called for a motion to approve 2017-11-03: Resolution for Budgetary Transfer. Davis moved, Douden seconded, all approved, motion carries.

B. Approval of Resolution 2017 11-01: A Resolution for Setting and Posting a Regular Meeting Schedule for the GCLD Board of Trustees for the Year 2018  
Leclair called for motion to approve Resolution 2017-11-01. Davis so moved with change from 2017 to 2018 in third paragraph. Darcy seconded. All approved, motion carries.

C. Approval of Resolution 2017-11-02: A Resolution for Setting the 2018 Holiday Schedule

Leclair called for approval of Resolution 2017-11-02: a Resolution for Setting the 2018 Holiday Schedule.

Davis: proposed move Veteran's Day Observation to Monday, November 12.

Douden moved that we approve the resolution with Veterans Day observation on Monday, November 12, Knoohuizen seconded, all approved, motion carries.

**6:15 pm**

VII. Information Items

A. Review by Executive Director of October GCLD department highlights including:

- i. Review library usage statistics
- ii. Review of 2017 strategic plan and proposed goals for 2018

Ralph reported that an RFP had been sent out. Worked with Leclair to find an attorney who was affordable, had a background with library districts, special district experience, and size of the firm.

Selected Lyons Gaddis

Leclair agrees with this choice. All references checked were very pleased with this law firm. Ralph stated that the Lynos Gaddis law firm presents regularly at SDA conferences.

Ralph, Douden, and Leclair, Sloan attended the Friends celebration.

COHS has four students currently who are doing well.

Jeanette McQuade: book drop depository fell off the building so that is being repaired. Amnesty week total \$255 in fees waived. People were excited about it.

Presentation on Priorities for 2018 by S. Ralph

A Strategic Plan conversation:

“New patron” counts, patron visits, and circulation stats are a bit flat from 2016 to 2017. Patron counts have been gathered by open hours.

Granby picks up central library role. Fraser follows. Juniper statistics show the effect of the additional summer hours.

Checkouts and patron counts are flat to slightly depressed. The picture shifts with analysis of programs. 2016 most activity in preschool programs. 2017 shows that the figures have increased dramatically and there is a shift in proportion of programs with more programs for elementary children and adults.

We are shifting to being more of a community space that offers a range of quality programs and transformational opportunities for citizens. Though we may be checking out fewer books, GCLD is trying to meet the needs of a wider demographic range.

Community Survey in Summer, 2017: Core services are books, literacy, and reading. What would the community like? More open hours in the libraries.

Now, how do we move forward?

Examine the Policy Manual, the By-Laws, and GCLD Procedures

Given our budget, 2018 will be spending conservatively

Increase open hours and diversify programming.

Support and grow a vibrant staff group

Redesign to reflect changing needs in the branches

Demographic information

Millenials (18-34) will push change. Libraries start to move in a direction to include the needs and interests of this group.

Grand County population is almost 50% baby boomers. The age (18-34) and Gen X (35-50) is group we need to begin to target.

Davis: Douden will not come up for reappointment and is on the Strategic Plan Committee. Douden nominates Schlichting for the Strategic Plan Committee in 2018. Schlichting accepts the position.

B. Selection of trustee to review Executive Director Evaluation

Davis volunteered to review the survey and will report at the December meeting. Sloan mentioned that the survey was edited as it did not seem to reflect current needs.

C. Search for trustee applicants for At Large A (District 2) and District 2 Position

We have one applicant for the At Large A (District) and now, with Douden's statement, we have two openings.

Discussion followed: GCLD will repost "at large" for 30 days and then open it up to the entire county after that time.

Leclair called for a motion to change the wording of At Large openings: Schlichting so moved, Davis seconded, all approved, motion carries.

D. Policy Change: GCLD Meeting Room Policy

There is a need to clarify wording of selling items on library property to provide for an exception to be granted by the Board of Trustees.

Leclair called for a motion to move to action. Davis so moved, Knoohuizen second, all approved, motion carries.

Motion to approve the exception for selling items on library property to be approved by the Board of Trustees made by Davis, Schlichting seconded, all approved, motion carries.

E. Update on Hot Sulphur Springs library water damage and renovation

Ralph: Today we are waiting for the insurance company to give us a quote on how much they will cover. We are not just replicating the building as it was—we are changing a bit. Working with BOCC to approve the changes since they act as our landlord. We cannot start the reconstruction until we have more information from the insurance company.

Top priority is getting it open, so work is to be done in phases.

Elizabeth Gall asked about position of refrigerator, sink, and microwave. Ralph replied that the storage will be placed in the shed to make room for the kitchen items where the closet is currently.

Kerry Davidson asked the cost of the repair. She asked whose responsibility the swamp cooler is. It is GCLD's responsibility.

F. Town Presentations: Kremmling, Hot Sulphur Springs.

Jim Sloan and Stephanie Ralph attended the Kremmling Town Meeting and Marcus Davis accompanied Ralph to the Hot Sulphur Town Meeting. Both were very congenial and productive.

**8:00 pm**

VIII. Adjournment

Leclair called for a motion to adjourn. Knoohuizen so moved, Schlichting seconded, all approved, meeting adjourned at 7:36 pm.