

## Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY DISTRICT

BOARD OF TRUSTEES

Annual Meeting

Tuesday, December 12th, 2017

5:30 PM

Granby Library

55 Zero St., Granby, CO 80446

### Minutes

Trustees Present: Sally Leclair, Annie Douden, Jim Sloan, Darcy Schlichting, and Marcus Davis

Staff Present: Stephanie Ralph, Tara Ingle, Jeanie Johnson, and Michelle Grant

Public Present: Marla Gall, Rob Rankin, Mary Jo Wright, Elizabeth Gall

- I. Call to Order and Consideration of Trustee Absences  
Leclair called the meeting to order at 5:33 pm. Knoohuizen's absence is excused.
- II. Amendments to the Agenda  
There are no amendments to the agenda.
- III. Approval of the Agenda  
Sloan made a motion to approve the agenda, Schlichting seconded, all approved, motion carried.
- IV. Consent Agenda:
  - A. November Board Minutes
  - B. Correspondence  
Ralph received a letter of concern that there has been no explanation in the newspapers regarding the Hot Sulphur Library closure for repairs. Ralph forwarded the letter to Leclair who responded by mail.
  - C. Check Register and Expenditures October
  - D. Finance – November Budget to Actuals and- Balance Sheet  
Leclair called for a motion to approve the consent agenda. Douden so moved, Davis seconded, all approved, motion carried.
- V. Reports
  - A. Friends of the Grand County Library, Inc  
Marla Gall, President, reported that the Friends ended the year well with about \$4500 earned at the Progressive Dinner on December 6.
  - B. Grand County Library Foundation  
Schlichting has no report at this time.
  - C. Public Comment  
No public comment
- VI. Action Items

Respectfully submitted by Jeanie Johnson, Recording Secretary

- A. Adoption of 2018 budget Resolution 2017-12-01, A Resolution to Adopt a Budget for the Year 2018.

Ingle presented a few changes to the budget due to additional funds required for Foundation marketing and legal costs (total \$4,000). GCLD does have a balanced budget with revenues exceeding expenses however, we cannot provide a budget with no reserve spending. However, the district will need \$4500 from reserves for operations. There is an expenditure increase of \$30,675 primarily due to capital projects which are carried over from 2017 to 2018. Ingle proposed pulling \$100,000 from economic stabilization to fund capital reserves in the future and for \$40,000 in appropriated reserves for possible grant or donation income to then be expensed

Davis moved to approve Resolution 2017-12-01, A Resolution to Adopt a Budget for the Year 2018. 2018 Final Budget. Douden seconded, all approved, motion carried.

- B. Approval of Resolution 2017-12-02, A Resolution to Set a Mill Levy for the Year 2018

Davis moved to approve Approval of Resolution 2017-12-02, A Resolution to Set a Mill Levy for the Year 2018. Ingle pointed out that the abatement is included in the Mill Levy for 2018. Sloan seconded, all approved, motion carried.

- C. Approval of Resolution 2017-12-03, A Resolution to Appropriate Sums of Money for the Budget Year 2018

Davis moved, Schlichting seconded, all approved, motion carried.

- D. Renewal of Lease Purchase Agreement

Davis moved to approve the lease purchase agreement for 2018, Douden seconded, all approved, motion carried.

## VI. Information Items

- A. Review by Executive Director of November GCLD department highlights Ralph brought to the Board events that occurred after the Highlights were finalized. A leak in the hose which serves the FVL sprinkler system caused a loss of compression and caused the fire alarm to activate. The Fire Department answered the call to FVL on November 26<sup>th</sup>.  
Hot Sulphur Springs Library update—OneBeacon (insurance) and Rocky Mountain Catastrophe have been working together to arrive at a figure for the repair. With an estimate now in place a work order will be completed in the next few days and work on the library is ready to begin.
- B. Ralph discussed her attempt to tweak the hours of the library branches and increase hours of full-time staff to 40 hours from 38 hours. This proved difficult to accomplish while working within the restricted budget. Ralph suggested waiting for a clearer financial future and then revisiting increased open hours and increased hours for staff at that time.

We are very happy to see the tuition funds that were approved by the Board. Tuition reimbursement makes a tremendous impact on staff and is a great asset.

Ralph received notice that she had been accepted to the Special District Association Leadership Academy.

- C. Election of Board Officers and Appointment of Committee members— President, Vice-President, Secretary, & Treasurer. Finance Committee, Policy Committee and Strategic Planning Committees.

Leclair appointed Douden and Schlichting to a nominating committee. They will present recommendations for President, Vice-President, Secretary, and Treasurer to the trustees before December 31. Leclair will appoint members to the Finance Committee, Policy Committee, and Strategic Planning Committees in January.

- D. Trustee Reappointment Committee (3 trustees)-appointed by President consider Trustee Marcus Davis

The policy for reappointment of a trustee who has filled a seat for one-year upon resignation of former trustee is uncertain. There was a discussion on the re-appointment procedure. Do we go through standard procedure or make adjustments when a trustee has served less than a three year term? The decision was made to follow the standard process, bringing GCLD's recommendation before the BOCC. Leclair appointed Knoohuizen and Sloan as a variance to the three trustees, to proceed with Davis' reappointment. Sloan welcomed comments from other trustees.

- E. Proposed 2018 Strategic Planning

Ralph presented a proposed 2018 Strategic Plan with three main components: People, Place, and Platform which she explained. The three areas described, re-prioritize and reorganize the components of the 2017 Strategic Plan and make it clearer for the community and staff to understand. The second part of the plan consists of Strategies for Success. These are the procedures which need to be in place for GCLD to be successful. They include budgetary and transparency considerations.

Ralph encouraged the Strategic Planning Committee to start thinking about the 2019-2022 plan so it can be created in a timely manner. Davis asked that a dashboard of statistics and SWOT analysis build a comprehensive picture of year-round usage; and that GCLD has a technology infrastructure with appropriate staffing balanced with budgetary constraints, customer demands, and usage. It also ensures that GCLD is fiscally responsible; that it supports staff, trustees and volunteers; and that it is a transparent organization.

## XII. Adjournment

Leclair called for a motion to adjourn. Schlichting so moved, Davis seconded, all approved. The meeting adjourned at 6:36 pm.