

Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY DISTRICT

BOARD OF TRUSTEES

Regular Meeting

Tuesday, April 17, 2018

5:30 PM

Granby Library

55 Zero St., Granby, CO 80446

Minutes

Trustees present: Sally Leclair, Marcus Davis, Jim Sloan, Darcy Schlichting, Bambi Statz, Max Frazier and Kim Cameron.

Staff present: Stephanie Ralph, Tara Ingle, Anna Szczepanski, and Jeanette McQuade.

Public Present: Paul Backes, Mike Shervin, Marla Gall, Annie Douden, and Marilyn Hunter

- I. Call to Order and Consideration of Trustee Absences: Meeting called to order at 5:30 pm. All trustees are in attendance.
- II. Amendments to the Agenda: none proposed
- III. Approval of the Agenda: Leclair entertained a motion to approve the agenda, Sloan moved, Cameron seconded, all approved, motion carried.

5:40 pm

- IV. Consent Agenda: Davis moved, Frazier seconded, all approved consent agenda.
(The items under "Consent Agenda" are a group of items to be acted on with a single motion or vote. This agenda is designed to expedite the handling of limited routine matters by the Board. A Board member may request that an item be removed from the Consent Agenda and will state when the item will be discussed in the meeting or tabled to another meeting. The removal of an item will require a second and a majority vote of the Board. Items on the Consent Agenda will be voted on by a single motion, second and non-roll call vote.)
 - A. [March Board Minutes](#)
 - B. Correspondence
 - C. Check Register and Expenditures [January](#) and [February](#) 2018
 - D. Finance – [March Budget to Actuals and Balance Sheet](#)

5:45 p.m.

- V. Reports
 - A. Friends of the Grand County Library, Inc.: Marla Gall, FOGCL President reported that \$7500 was distributed to the District at the April Meeting for the first quarter. The Friends are co-sponsoring a grant application to the Grand Foundation for After-School clubs at the Granby and Juniper Libraries. Upcoming Afternoon Tea Fundraiser on April 28th: Tickets should be reserved by Thursday, 4/19. Next fundraiser is the Progressive Dinner in Grand Lake in May. Gall distributed a chart that compares the Princeton Public Library Friends group to the Foundation; she thought it would be a matter of interest with the reorganization. She brought a copy of the Friends mission statement and goals for 2018. A copy will be attached to the minutes for the record.

Grand County Library Foundation: Jim Sloan, Foundation Representative reported that the Foundation members met on 4/16 to interview Eric Sandstrom as a potential Board Member. The committee would like to make the recommendation that Eric Sandstrom be appointed to the Foundation Board. Move for an action item for Sandstrom to be the 4th member of the Foundation Board.

Schlichting moved, Statz seconded and all approved to move to an action item (see VII. B.)

C Public Comment (*Please refer to Protocol for Public Comment at Meetings of the Grand County Library District Board of Trustees following this agenda.*) None

6:15 pm

VI. Information Items

- A. Review by Executive Director of [March GCLD Department Highlights](#) and Statistics – Ralph reported on staff changes: two new employees were hired at the Granby and Juniper Libraries: Elisa Kuriyagawa and Gaylen Matzen. Martha Baird and Sandy McLean have moved from LSS staff to substitute positions. : Mandy Ziegler moved from the Granby Branch to the Fraser Valley Library.
- B. 2017 Audit Presentation by Paul Backes of McMahan & Associates: Backes presented with Mike Shervin present. Bound copies of the audit were distributed to the Trustees. Backes made his presentation and asked if the Board had questions regarding the audit; there were none.
- C. Report by Finance Committee on March 21st Meeting: Davis reported that the committee reviewed the audit.
- D. Discussion on date for the Board training by Gene Hainer, Colorado State Librarian: Tuesday, May 1st and Thursday, June 7th are the two potential dates meeting. There is a Special Districts Association regional workshop in Granby on June 15th: all interested except Frazier, who will be out of town. Ingle will register those who can attend if they confirm. Ralph asked if the new board members would like an orientation and tour of all the libraries with a review of the District. It could be posted as a workshop or public training if there are three or more Trustees in attendance.
- E. Update on the Gallagher Amendment from Jim Sloan and Marcus Davis: Sloan referred to a “2018 Budget Considerations” document from the fall SDA conference with a detailed description of the Gallagher Amendment in it. Ralph will send it out to all Trustees. Sloan recommends all Trustees read it. Sloan called Michael Valdez, Director of Policy for SDA: he told Sloan that the SDA is talking to the president of the Senate to create an Amendment to hold the residential rate at 7.2% for the next two years instead of it dropping down to 6.11%. That would be a temporary solution. May ninth is the last day of this legislative session. Davis reviewed property taxes and the background of Gallagher and TABOR. Cameron asked if the Board should draft a letter to our legislators to take action before 5/9. Davis volunteered to draft the letter.

VII. Action Items **1:19:35 on recorder**

- A. Acceptance of 2017 Audit: LeClair expressed thanks to Ralph and Ingle for their work in preparation for the audit. No further discussion: Davis motioned to accept the 2017 audit as presented and give the auditors permission to send it to the Colorado State Auditor and SEC. Sloan seconded. All approved, motion carried.
 - B. Approval of GCLF Directors: Cameron moved to approve Eric Sandstrom as the new GCLF Board Member. Statz seconded. All approved and the motion carried.
 - C. All-Staff Training Branch Closure May 14 2018 at the Granby Library. Frazier moved to approve the closure, Statz seconded, all approved to carry motion.
 - D. GCLD Board By-Laws and Trustee Policy acceptance and document signing: last month everyone received copies. No changes were made since last month. Davis makes a motion to approve the GCLD Board Trustee and Bylaw changes as presented at the March 20th GCLD Board meeting, Cameron seconded, all voted aye to approve. Adoption page was signed by all current Trustees.
 - E. Executive Session 24-6-402(4) (f) C.R.S. Personnel matter regarding the Executive Director: At 7:01pm Davis made a motion that the GCLD Board go into Executive session pursuant to 24-6-402 (4) (f) C.R.S. to discuss a personnel matter concerning the Executive Director who was previously informed of the meeting. The motion was seconded by Statz and passed unanimously
 - F. 7:17 pm Executive Session ended
 - G. Davis made a motion to approve a performance salary increase for Stephanie Ralph of 6.32% to include a move from 38 to 40 hours per week and a 1% merit based salary increase. Jim Sloan seconded the motion and it passed unanimously.
- VII. Adjournment: Leclair entertained a motion to adjourn the meeting at 7:20pm. The motion was made by Schlichting, seconded by Davis and passed unanimously.

The Board reserves the right to add or delete items of business and to change the order of business as needed. The Board welcomes public participation in the meetings. If specific accommodations are needed, please contact the Director, Stephanie Ralph, at 887-9411, ext. 101, fax 887-3227, or e-mail sralph@gclid.org at least 48 hours in advance of the meeting.

Protocol for Public Comment at Meetings of the Grand County Library District Board of Trustees

The following policies shall apply to the Public Comment portion of the agenda at all regular monthly meetings and special meetings of the Grand County Library District (GCLD) Board of Trustees:

1. A specific start and ending time for public comment will be included in the agenda for the meeting, as determined by the President. The notice of meeting will conform to any requirements of the bylaws of GCLD.
2. Persons wishing to provide public comment must sign a sign-up sheet prior to the start of the public comment period of the agenda, and provide their name, mailing address,

telephone number, the name of any affiliated organization for which they have been authorized to provide comment (if any), and the general topic or issue on which they desire to comment. A copy of this protocol will be available with the sign-up sheet.

3. Each person will be allowed 3 minutes to provide comment.
4. Board members will listen to comments, and not interrupt or otherwise respond to comments. At the close of the public comment period, board members may direct questions or comments to the President. The issue may be resolved at the meeting or direction given for follow-up
5. Personal attacks on board members or others, comments that are or would tend to be considered profane or otherwise unacceptable, and issues involving current or former employees and their employment status or relationship to GCLD are not appropriate for comment, and may be halted and excluded at the discretion of the President.
6. The President will reasonably accommodate the needs of persons with a disability in providing comment; provided, however, that the person needing an accommodation must make a request for such accommodation, directed to the Library Director, no later than 48 hours prior to the scheduled commencement of the meeting.

created 10-14-03, revised 3-22-04, revised 12-14-10 revised 03-21-2017

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