

Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY DISTRICT

BOARD OF TRUSTEES

Regular October 9, 2018

5:30 PM

Granby Library

55 Zero St., Granby, CO 80446

AGENDA

Trustees Present: Sally Leclair, Marcus Davis, Darcy Schlichting, Jim Sloan, Max Frazier, Kim Cameron

Staff Present: Stephanie Ralph, Jeanie Johnson, Tara Thompson, Sue Luton, Polly Gallagher

Public Present: Marla Gall

I. Call to Order and Consideration of Trustee Absences

Call to Order: 5:30pm

Trustee Absence: Bambi Statz (excused)

II. Amendments to the Agenda

Tara Thompson, requested amendment to the Agenda to include approval to post the budget

Call for a motion: Leclair, Motion Approved and seconded: Sloan and Schlichting.

All approved; motion carried.

III. Approval of the Agenda

Call for a motion: Leclair Motion to approve: Davis, Seconded: Frazier

All approved; motion carried.

IV. 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. September Board Minutes

B. Correspondence. Ralph shared a letter from a Grand Lake resident, Telia Gilcrest, acknowledging the work of Sue Luton (Juniper Library) and her staff.

C. Check Register and Expenditures-August

D. Finance-September Budget to Actual and Balance Sheet

Call for a motion: Sally Leclair, Motion to approve: Davis, Motion seconded: Kim Cameron. All approved; motion carried.

V. Reports

A. Friends of the Grand County Library, Inc.

Marla Gall, President of the Friends: Planning for our annual meeting at end of the month, Oct 27 at 10am. Connie Graham is being honored as our *Friend of the*

Year for her continued work as champion and supporter. Toni Harms and her three daughters are being recognized for taking on the Fourth of July Book Sale.

Marilyn had rotator cuff surgery yesterday. The Friends treasurer resigned last month. Fraser Valley Progressive Dinner is scheduled for Dec. 5th.

Grand County Library Foundation

Sloan: Meeting last week; passed 2019 budget and approved MOU. Meetings scheduled for first Tuesday of Nov and Dec with a goal of developing a Strategic Plan. Douden plans to update the GCLF web page with the help of Tilted Works
Mark Urich

C Public Comment: None at this time

VI. Information Items

A. Review by Executive Director of August GCLD Department Highlights and Statistics.

There have been internal changes and new staff: Tallie Gray, Director of Library Resources. Tallie has been quick to become familiar with all elements of her new position. Polly Gallagher, Direct of Public Services comes with a background in education, community knowledge and non-profit management. Both Tallie and Polly have long and well established connections in the community. GCLD is grateful for the three years of Jeanie Johnson contributed to GCLD as Director of Public Services. We wish her well in her future ventures. Jeanie will be back in Grand County in the summer and has agreed to help us out as a substitute. Statistics: Checkouts are still tracking way above our 2017 numbers, circulation figures, new library cards and media patrons have increased. Max Frazier will be working with Darcy Schlichting regarding Marketing and the Strategic Plan.

B. Policy Committee Proposed Changes

a) Open Carry Policy Proposed

- i. Letter (Lyons Gaddis) Concerning Open Carry in Library District facilities
- ii. Proposed change to Rules Governing the Use of the Library
- iii. Proposed Open Carry Warning
- iv. Proposed Resolution regarding Open Carry

Discussion: Sloan: Letter from legal firm recommending that as a preliminary step, the GCLD Board pass a resolution to ban open carry in all our various facilities based on CRS-29-11.7-104. We have a list of rules governing the library it should be extended to include the prohibition of open carry of firearms. GCLD will add procedures for our staff regarding the handling of open carry violations. Ralph: When the Rules Regarding the Use of the Library is in place and the sign prohibiting Open Carry is prominently posted, we will update staff with additional safety training. Leclair:

Open for comments or suggestions. Frazier: I believe it was well researched and feel confident in the research that was gathered. Sloan: This could be a controversial issue; however, the statue states we can do this and can move forward. Leclair: Our next step is to move forward to this as an action item. Leclair, received a response from absent Trustee Bambi Statz who agrees and supports this action.

Call for a motion: Sally Leclair; Motion to move approval of Resolution regarding Open Carry to Action item: Frazier
Motion seconded: Cameron; All approved; motion carried.

Call for a motion: Sally Leclair
Motion to move the policy manual change following the resolution into our policy manual to an Action item: Max Frazier
Motion seconded: Darcy Schlichting
All approved. Motion carries

SL: Thank you. I think it is important that our staff and patrons recognize how we value their safety.

b) Zephyr Chairlift MOU with Town of Fraser

Ralph: Based on our discussion last month, and the need to address liability issues regarding the Zephyr chairs, Allie Heon from the Fraser Town was contacted to develop an MOU. Following the discussion at the last meeting, Ralph drafted an MOU and sent to the Attorney for review. Leclair: I am comfortable with Ralph sending it back to the attorney for final review and correction. Davis suggested that following the suggested edits, Leclair sign and the MOU is forwarded to the Fraser Town Board.

Call for a motion: Leclair
Motion to approve with attorney review and edits made: Marcus Davis
Motion seconded: Max Frazier
All approved; motion carried.

C. Strategic Planning Committee Report

a) 2019 Strategic Plan

Ralph: The Strategic Planning Committee got together and considered the options. Frazier will craft a visually piece in order to use it as a marketing piece. The SP Committee wants to simplify the text in order to get the message across. We hope to have a product available next month.

D. Finance Committee

a) Presentation and discussion on the proposed 2019 Budget for public posting.

Tara Thompson: Did some formatting updates, removed GCLF and

FOGCL from revenue, added Broadband/Internet line to Technology. Budget variance is from actuals rather than adopted budget.

General Fund Projection Update: Income 6% more than budgeted, expenses 4% less than budgeted – Believe the Fund Balance will end with \$3,219,784.

Operating Income for 2019 if \$828,975. This is without debt repayment. Will leave us with proposed ending year fund balance of \$2.97 million.

2019 Budget:

- Revenues
 - Decrease in property tax revenue of \$150k
 - Moved FOGL out of revenue, total income down by \$190k
- Expenses:
 - Increase to operating expense of 7%
 - Increase to total expenditures of 54% due to debt payment beginning in 2019 at \$1.2 million
 - Net Income increased by \$374,739
- GCLF – Special Revenue Fund
 - Deficit budget proposed due to increased operations.
- Total forecasting model proposes a deficit budget of \$374 k and ending fund balance of \$2.9 million.

Open for Discussion: Davis: We have put together a model that allows us to review the budget over time and make planning decisions; this includes the unknowns faced as a result of Gallagher. Projected growth becomes uncertain if we are looking at a 4-5% payroll increase and increasing benefits. The Board is interested in training and maintaining knowledge base for Trustees. It could be understood that Trustees commit to certain training in year one, year two and so on. This needs to be part of the budget. There needs to be a Master Plan for facilities so that we can plan ahead of crisis mode. If we can model planned projects moving forward, then we generate buy-in from stakeholders and budget and consider how we will set aside or request the funds from the Foundation, or similar. Davis: Another consideration is doing a review of our donation policy. Is it relevant with what we are going to be doing? It is important that we maintain the direction of what we are doing. Frazier: Kudos to the board for recognize the staff. Leclair: Thank you Tara for providing us with a realistic view of where we are and positively going.

E. Discussion on the GCLF MOU with Grand County Library District

Leclair: MOU move to an action item. MOU went back to the Foundation to edit for revisions and was accepted.

Call for a motion: Sally Leclair

Motion to move the GCLF MOU with Grand County Library District move to an Action item for approval for signature: Marcus Davis

Motion seconded: Kim Cameron

All approved. Motion carries

F. Discussion of MOU with Colorado Energy Office

Thompson: When I attended the SDA conference, the CO Energy Office proposed an audit and to potentially save costs in our facilities. However, there is an audit cost. If we accept the recommendations, the audit cost is rolled into the cost of the project. In looking at cost of \$6300 for audit. Leclair: Do you think that \$6300 will be gained back? Thompson: I'm uncertain. Initially I put it before the Finance Committee and recommended we go forward but now I am not as certain after becoming aware of more details. Schlichting: Would Mtn Parks Electric or Xcel do something similar? Davis: What we want to look at (and goes back to the budget) is there a way that we can look at an audit process that will allow us to know what the money we're going to be spending will be used to update, remodel, tweak. Based on what we saw, is this the right way to go. Leclair: Initially I read it and thought this was a great way to go. But now, I'm concerned that it takes some control out of what we need/have. It does not live up to my expectations. Sloan: In agreement with Sally. Our focus is to keep us on track financially moving forward. I also understand that an auditing process is a useful tool for forecasting as long as it doesn't cost a lot of money to get down. Frazier: It sounds like we are discussing should we audit, and I think this is yes. I'm not certain that this is the correct entity. Leclair: I think we've had sufficient discussion to just leave it now.

G. Approval by the Board of County Commissioners for the Board of Trustees for a second term:

Leclair
Statz
Sloan
Schlichting

Ralph: contacted Kelly Oxley who confirmed that the BOCC has approved the second term of Leclair, Statz, Sloan, and Schlichting. Ralph thanked the Trustees for offering to meet with the BOCC.

VII Action Items

- A. Approval to post budget
Motion to approve the posting of the 2019 Budget: Marcus Davis
Motion seconded: Jim Sloan
All approved. Motion carries
- B. Acceptance of the MOU with GCLF
Motion to approve the acceptance of the MOU between GCLD with GCLF: Kim Cameron
Motion Seconded: Max Frazier
All approve; motion carries
- C. Adoption of Open Carry Resolution 2018-10-01
Motion to approve the adoption of Open Carry Resolution 2018-10-01: Darcy Schlichting

Motion Seconded: Kim Cameron

All approved; motion carried

D. Rules Governing the Use of the Library policy change

Motion to add the Open Carry Policy to the Rules Governing the Use of the Library: Max Frazier

Motion Seconded: Kim Cameron

All approved; motion carried

VIII Adjournment, 7:12pm

Motion to adjourn the Oct 9, 2018 Board of Trustees Meeting: Marcus Davis

Motion Seconded: Max Frazier

All approved; motion carried

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 or e-mail sralph@gcld.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.

Notes to alter: Onboarding and Orientation career plan for staff; article for paper on fiscal responsibility of GCLD; Jensen family – COHS?;

DRAFT