

# Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY DISTRICT

BOARD OF TRUSTEES

Annual Meeting

Tuesday, December 11, 2018

5:30 PM

Granby Library

55, Zero St. Granby, CO 80446

## Minutes

Trustees: Sally LeClair, Bambi Statz, Jim Sloan, Max Frazier, Marcus Davis, Darcy Schlichting, Kim Cameron  
Staff: Stephanie Ralph, Tara Thompson, Polly Gallagher, Michelle Grant  
Public: Marla Gall and Marilyn Hunter

### 5:30 pm

I. Call to Order and Consideration of Trustee Absences

Meeting called to order, 5:30pm by Sally LeClair

II. Amendments to the Agenda

NA (question regarding order of action then info from Marcus Davis)

III. Approval of the Agenda

Motion to approve the agenda as presented.

Jim Sloan motion; Bambi Statz 2<sup>nd</sup>.

All Approved.

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. October Board Minutes and November Minutes

B. Correspondence

Letter of thanks for Foundation and website development

Letter of recognition for excellent service by Mary Wilkerson for Cindy Hald

C. Check Register and Expenditures October

D. Finance – November Budget to Actuals and Balance Sheet

Motion to approve Consent Agenda.

Jim Sloan motion; Darcy Schlichting 2<sup>nd</sup>.

All Approved. Motion carries.

- A. Friends of the Grand County Library, Inc.  
Marla reports that fundraising for 2018 completed with Winter Park/Fraser Progressive Dinner. A bookkeeper has been identified.
  - B. Grand County Library Foundation  
Planning for 2019 including logo, email address for the Foundation as well as clarify the relationship between the Foundation and GCLD to the public. Completed the paperwork/structure piece in 2018 and now ready to move forward.
  - C. Public Comment  
NA
- V. Action Items
- A. Adoption of 2019 budget Resolution 2018-12-01, A Resolution to Adopt a Budget for the Year 2019. 2019 Final Budget. 2019 Budget Message. Presented by Tara Thompson  
Motion to approve Resolution 2018-12-01 summarizing expenditures and revenues for  
Marcus Davis moves; Max Frazier 2<sup>nd</sup>.  
All approved. Motion carries.
  - B. Approval of Resolution 2018-12-02, A Resolution to Set a Mill Levy for the Year 2019  
Motion to approve Resolution 2018-12-02 levying general property taxes for the year 2019 to help defray the costs of government for the Grand County Library District, Colorado, for the 2019 budget year.  
Marcus Davis moves; Bambi Statz 2<sup>nd</sup>.  
All approved. Motion carries.
  - C. Approval of Resolution 2018-12-03, A Resolution to Appropriate Sums of Money for the Budget Year 2019  
Motion to approve Resolution 2018-12-03 appropriating additional sums of money to the various funds and spending agencies, in the amount and for the purpose as set forth below, for the Grand County Library District, Colorado for the budget year 2019.  
Marcus Davis moves; Darcy Schlichting 2<sup>nd</sup>.  
All approved. Motion carries.
  - D. Renewal of Lease Purchase Agreement  
Motion to approve the Form of Notice of Lease Renewal for UMB Bank.  
Marcus Davis moves; Bambi Statz 2<sup>nd</sup>.  
All approved. Motion carries.

- E. Approval of the 2019 GCLD Strategic Plan  
Motion to adopt the 2019 GCLD Strategic Plan  
Max Frazier moves; Darcy Schlichting 2<sup>nd</sup>.  
Motion to adopt the 2019 GCLD Strategic Plan with the caveat that Executive Director has the ability to adjust hashtags as appropriate.  
Max Frazier moves; Darcy Schlichting 2<sup>nd</sup>.  
All approved. Motion carries.
- F. Motion to move the Executive Director Assessment Tool, the Trustee Re-appointment Tool, and Trustee Self-Evaluation Tool.  
All approved. Motion carries.
- G. Motion to approve the Executive Director Assessment Tool, the Trustee Re-appointment Tool, and Trustee Self-Evaluation Tool.  
Marcus Davis moves; Max Frazier 2<sup>nd</sup>.  
All approved. Motion carries.

## VII. Information Items

### A. Review by Executive Director of November GCLD department highlights and Statistics

Career Online High School has an additional graduate, Jennifer Miller of Kremmling. Multiple new programs in development and moving forward. Agenda preparation overview: Monday the week before the meeting, a proposal of the agenda is put forth to the Board President by Executive Director. Documents relevant to the agenda are collated and posted on Teams on Thursday. Public posting must be made 72 hours prior to the meeting. This is a tight timeline that requires review of documents Thursday/Friday in order to make any adjustments prior to the 72 hour deadline. Executive Director will include an email with the documents; however, be aware that documents are also updated on Teams so that is the go to resource rather than emails. If technology questions occur, contact Director of Technology. Be sure to keep in mind that the agenda reflects the priorities of the Board of Trustees so questions and comments should be submitted to Board President.

Trainings available for Board: Colorado State Library presentation at upcoming spring training. ALA offers board trainings. SDA training in Granby in the spring; SDA training conference in the fall. Moving forward, a monthly topic will be designated for in monthly meeting review. Request by Marcus Davis to create a Board of Trustees training schedule for the 3 year rotation cycle to allow for budgeting purposes.

- B. Review (Trustee Bambi Statz) of Executive Director Assessment tool, process and timeline  
Bambi Statz reviewed previous documents, suggested changes to refine previous tools, identified 5 categories based on job description, and suggested tool from SDA. Based on these items a list of overall seven performance themes with actionable items identified to be rated on a 1-5

scale. Included in the review is an area for the Executive Director to review upon previous year's goal growth. This was reviewed in committee prior to submittal.

Timeline: Posted on Survey Monkey by this Friday for completion of Board of Trustees and staff to complete Dec 21. Board Secretary will tally results by Jan 10 with an Executive Session taking place at the January meeting. Executive Director would then develop professional growth goals in February or March 2019.

- C. Review of 2019 Strategic Planning with details of the District level goals Stephanie Ralph shared the action plan portion of the strategic plan which provides a breakdown and vision for action of the strategic plan. This will then provide a framework to report back to the Board quarterly with focus to the Strategic Plan.
- D. Review of the Trustee Re-appointment tool Marcus Davis shared process and revision of Trustee Re-appointment Tool similar to the process of the Executive Director review regarding reviewing purpose, refining intention, determined 6 key themes. This form would be completed every third year that the Trustee Re-appointment would take place.
- E. Review of Board Self-Evaluation Tool for 2019 The Board Self-Evaluation Tool will be made available on Survey Monkey for the spring in order to complete prior to the spring training for completion.

**7:30 pm**

- VII. Adjournment  
LeClair adjourned meeting at 7:27pm.