

Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
Annual Meeting, December 10, 2024
5:30 PM

Location: Granby Library or Zoom
Meeting ID: 863 4751 3182
Passcode: gMNz7j

MINUTES

Trustees: Jeremy Krones, Sally Leclair, Darcy Schlichting, Alan Walker, Mike Johnson, Jen Goertz, Laura Jones

Staff: Polly Gallagher, Tara Thompson, Chris Newell, Michelle Grant

Friends: Gene Tognacci

Public: Erika Cohen

- I. Call to Order and Consideration of Trustee Absences
Meeting called to order at 5:30 p.m. by Jeremy Krones.
All present.
- II. Amendments to the Agenda
None
- III. Approval of the Agenda
Motion to approve the agenda as presented.
Alan Walker motion; Mike Johnson 2nd
All approve
- IV. Message from the GCLD Board of Trustees President
Jeremy Krones spoke regarding changes in the community and across the country. He is looking forward to changes and proud of the progress we have made this past year. To our two incoming Trustees, we are excited about moving forward and know the Library is well- regarded. The goal is to maintain our status in the community moving forward. Krones acknowledged the two Trustees who are retiring from their positions at the end of this month. Sally Leclair and Mike Johnson were thanked for their service, and certificates were presented. Sally spoke about her experiences serving on the Board. She is grateful for the tremendous leadership and hard work of the employees over the years. Mike shared comments about his service and expressed his excitement for the organization moving forward.
- V. Consent Agenda:
 - A. November Regular Meeting Board Minutes
Correction to spelling error - Alan instead of Allen.
 - B. Correspondence - none
 - C. November Bank Reconciliation
 - D. November Budget to Actual and Balance Sheet

Motion to approve the consent agenda as amended.

Sally Leclair motion; Darcy Schlichting 2nd
All approve

VI. Reports

A. Friends of the Grand County Library, Inc.

Gene Tognacci reported. The new website will be ready for 2025 and will allow for online book sales. Live book sales will also continue. Goal for 2025 will be to increase individual and business memberships – currently there are 100 individual members and 1 business membership. The Festival of Trees was a wonderful event. Thanks to all who stopped by and supported their efforts. Members purchased the tree for use at the Granby Library. It was decided that each year the tree will be purchased by Friends members and delivered to a different library for enjoyment. Gene thanked the Board for including him at tonight's meeting.

B. Grand County Library Foundation

Colorado Gives day is happening today. Money is coming in as we speak. Donations so far today are \$6,500. It's been a profitable day. Memorials are posted on the website. Please check out the information that is available regarding Annie Douden. One Grand Book planning is underway. We are considering the Colorado author, David Weiden, who writes C.J. Box types of stories. Fee negotiation needs to take place before making plans.

C. Public Comment

None

VII. Information Items

A. Review by Executive Director of November GCLD Department Highlights & Statistics

Gallagher gave a review of the past month's strategic plan progress including projects, events, and statistics. The BOCC meeting was attended. Commissioners approved the appointments of Erika Cohen and Jennifer Tibbetts and approved the reappointment of Darcy Schlichting and Alan Walker. Gallagher will meet with the new Trustees for onboarding in preparation for the January 21, 2025, meeting. Krones reported that the BOCC members are very supportive of the Library.

Diverse Services & Collection:

We have seen an increase in usage of the online resources Creativebug, EBSCO Databases, and hoopla. A sewing machine has been added to the Library of Things. Two civic discussion groups were held at Fraser Valley Library: Great Decisions and Living Room Conversations. Native American Heritage Month was also highlighted at Fraser Valley Library with its own Lucinda Long-Webb displaying her private artifact collection and hosting a special Dineh Storytime. There was a staff swap for a day at Granby and Fraser Valley so clerks could experience working in alternative locations, focusing on operations and unification across the district. Michelle from Granby Library is completing Project READY training highlighting race and racism. Kaydee from Hot Sulphur Springs Library continues to host successful Community Connections programs for adults. Amy from Juniper Library is serving as a PLIX Ambassador for the district (Public Library Innovation Exchange), focusing on STEAM programming and activities.

Access:

We are continuing to discuss considerations for program liability and risk by reviewing waivers, communicating with our lawyer, and developing a risk analysis system. We are working on developing a district-wide communications policy and best practices

with training plans being considered. Access Grand software platform suddenly dissolved leading to the need for a staff-intensive temporary fix. Anthony is looking at options for a virtual server available through Marmot.

Community Resources:

Tallie is working on putting together weatherization kits through a collaboration with Grand Sustainability. We had six staff members attend the GC Economic Summit which focused on potential programming for entrepreneurs, strategic planning, and a presentation of Grand County/Colorado demographic trends. Emily and Kaydee participated in the Granby Parade of Lights with a float. GCLD is working on increasing community engagement by participating in opportunities with a number of community groups including Grand Beginnings Early Education Council, GC Health & Human Resource Coalition, Grand County EV Info Sharing, Behavioral Health Planning, Access to Care Community Partners, GC Economic Development & Grand Enterprise, Grand Lake Creative District, Fraser River Valley Lions Club member, Granby Rotary member, and the KFFR Community Board.

Capital Projects:

The RFP for work at Granby Library is open through December 27. We have met with two vendors interested in this work. The RFP is posted on our website as well as the Grand County RFP website. The backup pumps for Granby Library have been delivered and the new injector system has heat running again. Beginning January 1, 2025, fluorescent light bulbs will no longer be available to purchase. The LED lamp switchover is complete at Juniper and Fraser Valley.

Greater Library World:

Nothing to report at this time.

Trustees asked for clarification regarding the PLIX/STEAM Ambassador program, RFP process, liability considerations, and the use of waivers. Gallagher and Newell provided explanations of these processes.

B. GCLD Board of Trustees Self-Evaluation Results

Darcy Schlichting presented the results from the self-evaluation survey in preparation for goal development. Results for the following sections were summarized.

How well has the Board done its job? Scores and comments were positive.

How well has the Board conducted self? All feel the group does a good job in this area. Feedback was given regarding onboarding of Trustees and their role in the training process.

How is the Board's relationship with the executive director? All provided positive responses and reported that they appreciate Gallagher's collaboration and leadership.

What is my performance like as an individual Trustee? In the area of self-performance, respondents mostly feel they are doing a good job. A couple of individuals commented that they could come to meetings better prepared.

In general, the responses were positive. There was some discussion about looking at a different tool or adjusting the question regarding staff guidance for 2025. January's meeting will include goal-setting activities. It was recommended that a training session be offered in the spring, especially with new Trustees. A checklist for new Board members might be useful to make sure all aspects of onboarding have been covered.

C. 2024 Year in Review

Gallagher presented a review of the 2024 work to fulfill the mission of GCLD. Pictures and images were shared in video format for Trustees to review. They were asked to comment on what was seen. GCLD offers many different types of activities where lots of smiling faces can be seen, associating the Library with fun. All fit the categories of

Diverse Services and Collection, Access, and Community Resource. Programs, resources, and statistics for 2024 were summarized and highlighted in the Power Point presentation. People in the community are appreciative of our digital media as we continue to see increases in usage. Senior Lunch & Learn continues to be well attended, and we have 41 multi-branch participants. Participants from Juniper will also attend the program at Fraser Valley Library. Michelle shared a story from a patron who was appreciative of the good conversation. Self-Service survey results for Hot Sulphur Springs Library were shared with the intent of start-up in the first quarter of 2025. Open hours – we added hours to Juniper and Kremmling. We have seen a steady increase in patron visits during the new open hours. Targeting Spanish speakers – availability of materials and resources, translation devices, some children’s programming, Brand & Style Guide expectations for translation of flyers, outreach events, and Granby laundromat. Marketing – new reservation system, Library Calendar, integrates well with our website. Capital projects – much has been done over the course of the year. We are utilizing the sunset mill levy funds to address needs and make sure all six facilities are up and running well. Gallagher thanked the Board for continued support of the programs and services provided.

D. Digital Accessibility

Gallagher gave an update regarding digital accessibility and review of compliance (3.21 Digital Accessibility Policy). WAVE Accessibility Testing from WEBAim was completed. The GCLD website looks pretty good. There continue to be some images that are marked decorative but giving us error messages. The IT Manager has confirmed that all images in question are indeed decorative. We have also received alerts regarding PDF’s. We are working through accessibility alerts on four of eight PDF’s and reviewing alternative software for internal and external forms. John Marte is the digital resources associate and will be taking on this project after Gallagher’s departure in January.

E. Memorandum of Understanding for Senior Nutrition and Learning Program

The MOU between Grand County BOCC, Mountain Families, and GCLD for the Senior Lunch & Learn program has been received. Gallagher summarized key points of the agreement. We are looking at striving for \$22/person/month instead of \$540/month/location. There will be an overall budget for the program. Homebound meals will no longer be allowed for delivery due to safe food-handling guidelines.

Motion to approve the Memorandum of Understanding for the Senior Nutrition and Learning Program as presented between Grand County BOCC, Mountain Families, and GLCD.

Jen Goertz motion; Darcy Schlichting 2nd

All approve

F. 2024-12-01 Resolution to Adopt Budget

Thompson provided a 2025 Budget Presentation. She summarized the estimated actuals for 2024 to lay the foundation for the budget request for 2025. We are looking at a fund balance increase of \$2,480,000, or \$768,000 in addition to the budget for end of 2024. We will begin 2025 with \$7,500,000 in fund balance. Mill Levy considerations were shared – operating mill levy of 2.41. We also have a temporary operating mill levy of .95 to sunset 2026. Total voter approved mill levy for 2025 is 3.36. We are expecting to collect \$5,135,140 in revenue for 2025. Actual growth from 2024-2025 will be \$164,400 or 3.3%. Confirmed with DOLA that we are not held to the revenue cap – no adjustment necessary at this time. Continue to collect full mill levy due to future projections of new building and capital facility/technology needs.

Thompson shared a list of library programs and services she is excited about based on the budget and planning process with all departments in the areas of Diverse Services and Collection, Access, and Community Resource. Fund balance comparisons were made highlighting changes (utilities, staffing, refining project lists for all facilities) in the preliminary budget presented in October to date. A forecasting model was presented. Trustees asked questions to seek clarification on some items. Comments were made about the overall projected budget as well as things to keep in mind regarding the .95 mill levy that will be sunseting. There is a need to keep facilities and capital projects in mind as we determine use of reserves in future years.

Motion to approve resolution 2024-12-01, a resolution summarizing expenditures and revenues for each fund and adopting a budget for the Grand County Library District, Colorado, for the calendar year beginning on the first day of January 2025 and ending on the last day of December 2025.

Sally Leclair motion; Darcy Schlichting 2nd

All approve

G. Approval of the 2025 Budget Message

Our message must be submitted to DOLA and made available on the GCLD website. There was no discussion.

Motion to approve the 2025 Budget Message as presented.

Mike Johnson motion; Jen Goertz 2nd

All approve

H. 2024-12-02 Resolution to Set a Mill Levy for 2025

The Mill Levy needs to be certified to the BOCC. Thompson explained and summarized the resolution being presented.

Motion to approve resolution 2024-12-02, a resolution levying general property taxes for the year 2025 to help defray the costs of government for the Grand County Library District, Colorado, for the 2025 budget year.

Alan Walker motion; Mike Johnson 2nd

All approve

I. 2024-12-03 Resolution to Appropriate Sums of Money for the Budget Year 2025

Appropriation must occur for money to be spent.

Motion to approve resolution 2024-12-03, a resolution 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 2025.

Alan Walker motion; Sally Leclair 2nd

All approve

J. Executive Director Resignation and Hiring Process

Polly Gallagher has resigned her position, effective January 23, 2025. She thanked everyone for her time with GCLD. She shared a summary of projects she is hoping to wrap up prior to her departure. A recommendation for the transition planning process will be shared at the next Board meeting. Per statute C.R.S. 24-6-402 (2023), a search committee must be established and follow specific guidelines. Kieran Hixon from Colorado State Library will be available to consult on the process. A generic timeline was presented for the process, which should be a Board process versus a staff process. There was discussion that the search committee should include two Trustees, one Friends and one Foundation member, and a staff member.

Motion to designate a search committee to hire an executive director, Jeremy Kronos as head and Jen Goertz as Trustee representative.

Sally Leclair motion; Alan Walker 2nd
All approve

VII . Action Items

Search committee will meet to discuss the timeline for the hiring process
Executive director to meet with incoming Trustees for onboarding.

VIII . Adjournment

Motion to adjourn the meeting at 7:22 p.m.
Sally Leclair motion; Mike Johnson 2nd
All approve

DRAFT