

GRAND COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Workshop  
Friday, May 6, 2016  
8:30 PM  
Granby Library  
55 Zero St., Granby, CO 80446

Trustees present: Kim Jensen, Leslie Crosby, Nancy Knoohuizen, Sally LeClair, Ann Douden  
Staff present: Stephanie Ralph  
Presenter: Jacqueline Murphy

1. 8:30am Workshop commenced with a discussion on the objectives of the session. Jensen hoped that the workshop would provide education for the Board, an opportunity to hear recommendations from the Finance Committee meetings and an opportunity to explore the options facing the Board in preparation for the 2017 budget.
2. Jacqueline Murphy, Senior Consultant, Colorado State Library presented the Board with information on Title 24 and Library Law which determines how libraries are set up and administered. She described the duties and responsibilities of the Board which included: Fiduciary, Strategic and Future planning, Governance on the big picture level, Recruitment and board training, Organizational identity, Outreach and advocacy, Fundraising, Policy and the Hiring and Evaluating of the Executive Director.
3. The Executive Director takes care of the “How” and the Board the “What” of the organization. The Executive Director brings personnel changes and updates to the attention of the Board. These should be referenced in public meetings.
4. If the public brings problems to the attention of the Board, the concerns are taken under advisement and reviewed before a response is given. The public should sign in before making public comment. The guidelines for public comment should be placed at the top of the sign in sheet.
5. Murphy reviewed the Open Meeting laws. Minutes should give the essence of the discussion rather than attempt to record complete details.
6. There was discussion on policy involving the use of reserve funds and social media.
7. There was discussion on Strategic Planning, including: the environmental scan, and creating mission, vision and values statements. The SP should be reviewed every 3-5 years
8. The mil levy process was discussed and reviewed. Murphy suggested everyone review the current webinars created by the CSL. Support for libraries considering a mil levy is available on [everylibrary.org](http://everylibrary.org) including information on the Fair Campaigns Act.
9. The Correct approach to Open Meetings policy was discussed. The Library is Title 24 District. All business should be conducted publically, and any meeting of

three or more trustees should be posted as a public meeting. There was discussion on attending a meeting by phone which is acceptable, however a trustee cannot vote over the phone or by skype.

10. Nany Knoohuizen reported on the Finance Committee meeting with the recommendation that the Board consider a planned reduction approach to the 2017 budget. The FC recommend a \$100,000 reduction in 2017 as a planned response to the potential for further cuts from the Henderson Mill in 2018. This could amount to the necessity for a further \$200,000 reduction in revenues. The District should make the first moves towards balancing the budget. Knoohuizen recommended that the board consider refunding Capital Reserves at a dollar amount or a percentage of the budget. The Economic Stabilization Fund is a operational reserve which could operate as the debt flow reserve. Knoohuizen suggested that an agreed upon amount be maintained in the ESF.
11. The options for reducing the budget in 2017 were presented including: the closure of a branch (Hot Sulphur Springs), reducing personnel costs at CS, the sale or rent of the Central Services building and attrition. The possibility of offering peripatetic services in Hot Sulphur to cover the need for Pre-school story hour. Comments included: a note that the current staff are important to the organization and should be supported through the changes, the ESF is doing the job it was designed for by buoying the District through difficult economic times, if the mine revenues go away completely then the cost of maintaining the buildings outstrips the district's ability to finance their maintenance. The Finance Committee is expecting a \$47,000 reduction to revenues in 2017, by making reductions now, the District will be positioned for additional changes in 2018. There was discussion on pay-for-library services.
12. A discussion on a mil levy in 2017, Jensen felt the District should be frank about the reserves. It would be an assessment year which will give a better sense of revenues in 2018. Some suggested that a mil proposal in 2016 should remain under consideration until the final moment in July. There was a discussion on asking for a professional to assess the potential for the passing of a mil. It was suggested that Alan Matlosz may be willing to come and speak to the Board and a discussion on using the cash flow reserves
13. Jensen summarized: there is consensus that the district needs to reduce the facility base, the mil levy is still on the table for 2016 and 2017, CS senior management staff will be reduced to 36 hours on a four day week. There was discussion on the idea of a town hall meeting to evaluate the community's vision for the LD.

1:15pm Meeting Adjourned

*The Board reserves the right to add 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@gcld.org](mailto:sralph@gcld.org) at least 24 hours in advance of the meeting.*