

## Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY DISTRICT

BOARD OF TRUSTEES

Regular Meeting

Tuesday, July 19, 2016

5:30 PM

Fraser Valley Library

421 Norgren Rd., Fraser, CO 80442

Trustees present: Ann Douden, Mary Chance, Sally LeClair, Nancy Knoohuizen, Leslie Crosby, Roxane White  
Staff present: Stephanie Ralph, Shelly Kilgas, Jeanie Johnson, Tara Ingle, Sarah Greenberg, Sue Luton, Jeanette McQuade, Matt Sutton, Emily Pedersen, Joy McCoy, Cindy Hald, Georgia Noriyuki  
Public present: Approximately 35 members of the public were present

### I. Call to Order and Consideration of Trustee Absences

Douden called the meeting to order at 5:30 p.m. All trustees are present.

Welcome to the Fraser Valley Library Jeanette McQuade

McQuade introduced Joy McCoy and Cindy Hald, who work as LSS at Fraser.

Fraser initiated a "read to a dog" program, which has been a lot of fun and a great success. Kremmling also has this program, and the branches have made an appearance on the Colorado Virtual Library blog.

McQuade thanked the Friends for sponsoring the 1,000 Books Before Kindergarten program. The branch has had four finishers, and 62 registered kids who have read close to 9,000 books!

The branch has had 270 volunteer hours thus far this year.

McQuade also offered condolences and prayers for Connie Newton, who is currently in hospice care.

McQuade also spoke about the Colorado State Parks pass available for checkout at all branches.

### II. Amendments to the Agenda

Douden noted that the public comment section has been moved to the end of the meeting as some questions may be answered during the meeting. Douden also added to the agenda an executive session to consult with legal counsel.

Knoohuizen so moved, Crosby seconded, all in favor, motion passed.

Chance added to the discussion items a discussion on the potential closing of a library branch.

### III. Approval of the Agenda

Douden called for a motion to approve the agenda as amended, Chance so moved, Crosby seconded, all in favor, motion passed.

### IV. Board Minutes, and Correspondence

Respectfully submitted by Sarah E. Greenberg, recording secretary.

Ralph reported much correspondence, including letters from Marla Gall, Richard Johnson, Skip and Carol Schroer, and Yvonne Knox. Ralph read into the minutes a letter from Kim Jensen. There were no changes to the June minutes. Leclair moved to approve the minutes, Knoohuizen seconded, all in favor, motion passed.

V. Additions to GCLD Reports

A. Executive Director

Ralph noted that staff are exploring options regarding the sale of the building at 225 E Jasper in Granby.

B. Departments

1. Finance [June Budget to Actuals](#)

Nothing to add.

2. Facilities

Nothing to add.

3. Library Resources

Greenberg discussed the concept of patron-driven acquisitions, which is better suited to an academic library.

4. Technology

Kilgas noted that Marmot is restructuring the broadband pricing model, and these costs will now be directly passed on to the District. It is too soon to say whether or not this will be a better price for GCLD. Douden asked about the soft launch of the website, and Kilgas reported, "so far, so good." By August 1, the website will be highly mobile-device friendly. Feedback has been positive among staff.

5. Public Services

Nothing to add.

a. Youth Services

Johnson noted that it is the 1 year anniversary of the launch of 1,000 Books Before Kindergarten, and the program has been a great success. There are 232 children registered.

b. Hot Sulphur Springs

Summer Reading and story time have been great fun. White noted that the branch has been busy.

c. Fraser Valley

Presented earlier in the meeting.

d. Granby

Nothing to add.

e. Juniper

July has been very busy with lots of summer visitors.

f. Kremmling

Crosby did a great summer reading program in Kremmling today (and will present tomorrow in Hot Sulphur). There are lots of

Pokemon-chasers! There were 57 people in the two story times last week.

VI. Friends of the Grand County Library, Inc.

Hunter noted very successful recent fundraisers. The Tops of the Rockies raised \$16,000. The 4<sup>th</sup> of July book sale in Granby raised about \$1,300, and the Buffalo BBQ book sale raised about \$2,000. Hunter and Wujek participated in the Ace Hardware hot dog sale and raised \$375.

VII. Action Items

A. Executive Session: CRS 24-6-402 (4) (b), Conference with attorney for the purposes of receiving legal advice on specific issues.

Georgia Noriyuki introduced herself and noted that the executive session is protected under attorney-client privilege. Crosby moved that the Board enter executive session, White seconded, all in favor, motion passed. The Board entered executive session at 5:55 p.m.

Noriyuki noted that the executive session discussion involved the authority and powers of the board and the Board's relationship with general counsel.

Douden called for a motion to appoint Sally Leclair as the trustee to be a legal liaison. Chance so moved, LeClair seconded, all in favor, motion passed.

VIII. Information and Discussion Items

A. Discussion regarding the possible closure of a library branch.

Chance read a statement that reflected her personal views as a Board member, and not the Board as a whole. This is below.

Over the past several months we have had very few good suggestions come in for how to bring us out of this mire. We have however, had plenty of name calling, people questioning our motives, and a heavy dose of sentimentalism. Some have even suggested that we charge for our services. As a professional librarian I have an ethical obligation to protecting the principals of librarianship and as such, I will never support any changes that undermine those principals. Just as doctors today have to sometimes protect their patrons from meddling by career politicians, I will do the same for my library patrons. No amount of political posturing by our county commission will change the fact that we will very soon be unable to keep any library doors open if we do not change the way we operate. When I spoke to Jane Tollet recently she said she hoped that we would develop a plan to keep the library district functioning at its current level over the next ten years. I will tell you all exactly what I told her and I will go on the record as saying, **it is not possible**. We do not have the population, the tax base, the industry, or the funds to keep a library district of this size afloat in this county. People are correct when they say that closing Hot Sulphur will not fix the budget problems. That's because the budget issues are much larger than what any one change can fix. That's why we made this three year plan. That's why we're cutting central services and tightening up department budgets. If we could sell the central services building tomorrow and convert all of our public meeting spaces in the individual branches to office space for staff, I think we would do it, but it still wouldn't fix the problem. We could pass a mill levy tomorrow but it still wouldn't fix the problem. The fact of the matter is, no matter how much people love their library you cannot get blood from a turnip. Unless there was some influx of tens of thousands of people who suddenly were paying record amounts for their homes, or the mine returning to production at 100% of what it was doing before, we will not be able to raise enough money or cut enough to keep all of these libraries open. We as a board know that. No one is ever going to say "Please, close my library" but at some point we have to look past the pleas and the threats and do what is right for the good of us all. We cannot change the results of past board decisions but if we at this juncture do not take action to restructure our operations in a way that facilitates long term survival, the entire district will fail. This is not hyperbole, this is reality.

Mary E. Chance  
Trustee - Grand County Library District

B. Report by Finance Committee on July 8, Finance Committee Meeting and recommendations on:

1. Reserve levels for capital and operating reserves [Facilities](#), [Technology](#), [Economic Stabilization](#)

Knoohuizen summarized Ingle's comments on an email from Dror Zaks concerning GCLD finances. Zak's understanding of the current allocation of admin salaries was incorrect. Additionally, some cost-cutting suggestions have already been put in place and some, the Board felt, did not align with long-term operations and GCLD staff management. The upcoming six

Respectfully submitted by Sarah E. Greenberg, recording secretary.

month review clarifies the balance sheet and profit and loss statement. Zaks had double-counted the expected savings.

Knoohuizen discussed the Finance, Technology, and Economic Stabilization reserves recommended by the Finance Committee. The Facilities reserve of \$100,000 will fund five years of capital improvements for buildings owned. Knoohuizen summarized the Technology reserve, which will be used to fund unplanned technology.

Ingle consulted with the auditor on the ideal levels for the Economic Stabilization fund. Paul Backes suggested a reserve of 33%. The Finance Committee determined to maintain an Economic Stabilization fund of 25%, which translates to \$400,000. White clarified that the reserves are separate and that the Economic Stabilization fund does not include the Facilities or Technology reserves.

Chance was appreciative of the hard work put into establishing these reserves and how they support the sustainability of the Library District.

Douden called for a motion to move these resolutions to action items.

White so moved, Chance seconded, all in favor, motion passed.

Facilities reserve – all in favor, motion passed.

Technology reserve - Leclair moved, Crosby seconded, all in favor, motion passed.

ES fund - Crosby moved, Leclair seconded, all in favor, motion passed.

## 2. Six month review and budget analysis 6 Month Review

Knoohuizen presented the six month review. The review includes the following assumptions: assume the loss of \$47K from the loss of the Henderson Mine in 2017, assuming increase of expenditures of 2.7% annually, reserves as written, capital projects as budgeted. Still need to remove \$150K from the 2018 budget.

Ingle thanked the Board for establishing the reserves tonight. She reviewed the financials. Ingle reported that her opinion on the loss of revenue from the Henderson Mine differs from the assumption made by the County.

Ingle noted that this spreadsheet is still optimistic and shows needed cuts of \$200K.

Ingle replied to Gall's comment during the Hot Sulphur town meeting about our budget variance and noted that the budget is currently at -6% variance overall in expenses.

Personnel lines should have seen some savings but an FMLA event has put us at budgeted amounts. Expecting to end year at budget.

Supplies are currently under budget by \$2500.

Ingle noted that the largest savings are being seen in Library Resources and Technology. Savings have come from Marmot allowing the District to share sessions of the ILS as well as the decrease of physical media being purchased.

The courier will be over budget due to 2015 expenses that were not invoiced and paid until 2016.

Ingle discussed the Facilities line. Sutton has eliminated his contingency budget, though cleaning expenses will be over budget due to the difficulty of maintaining cleaning staff and the necessity of contracting for the Fraser Library cleaning.

Ingle discussed the capital improvements line as being expected under \$137,000 but too soon to adjust the budget at this time.

Overall, we are under budget by \$28K when taking the contingencies out. Ingle noted a tradeoff between eliminating contingencies for the 2017 by the reserve levels being set.

Chance asked when Ingle will start on the 2017 budget. Ingle is awaiting direction from the Board. She explained that the earlier the District makes changes in the budget, the more sustainable the District will be in the long-term.

White noted the necessity of two budgets if the Board decides to pursue a mil levy.

Chance expressed her concern that the District is losing two Board members, and that tonight might be the last opportunity for this particular Board to make important decisions. She noted that it would be impossible to expect a new Board member to immediately understand the complex situation.

Knoohuizen noted that she is concerned with voting to close a branch when it was not on the agenda.

White asked for more information on the mil levy and would like to ask the BOCC for assistance.

Knoohuizen noted that it would be unfair to introduce new Board members to a difficult decision made by an old Board.

C. Discussion on Meeting with County Commissioners July 13, 2016, including:

1. Discussion on a response to the Commissioners 07/13/2016 proposal to assist GCLD with 2017 budget deficit.

Ralph reported that the BOCC proposed assistance to GCLD with the 2017 budget. These suggestions are being improved upon by GCLD staff and will be presented to the Board and to the BOCC.

Ralph noted that there was a suggestion from Hot Sulphur library users for charging fees for library services. Johnson has researched this and it does go against library law and philosophy, though the idea is on the table and fines may be increased.

Ralph spoke about adding a booking fee to meeting room rentals, which would require additional staff work to maintain.

There is also the possibility of increasing printing and copying costs.

Ralph is exploring the possibility of selling the property at 225 E. Jasper.

There has been discussion of revising the GCLD gift policy. The Policy Committee will review these options.

White explained the great benefits of the Colorado Library Card and explained how it is used by West Grand teachers who live in Summit County.

Chance noted that many of the suggestions for raising money are helpful, but will not amount to \$100K in savings.

Ralph spoke to the fact that those most affected by charging for library services are those on fixed incomes and families.

Douden raised the question of copier costs. White suggested a less-expensive copy machine. Kilgas noted that the District leases the copiers and are charged a lease fee and a maintenance fee based on the number of copies. There is also a fax line for each machine, which is an additional cost, and office supplies.

Douden suggested that the trustees be charged fines.

## 2. Consideration of a ballot mil levy increase

Ralph noted that there is a tight timeline for considering a mil levy for 2016.

Preliminary thoughts include basing the mil levy on the GCLD debt. Ingle suggested a mil levy proposal based on the principal of the debt and 2017's assessed value. For a home with an assessed value of \$200K, the suggested increase would amount to \$16 a year. These numbers were only assessed for residential properties.

Chance noted that this vote will give community members a chance to voice their opinion on the Library District.

Crosby wants the voting public to have a chance to voice their opinion. She will only be in a position to volunteer her time in August.

Douden noted that, during the 2013 mil levy proposal, GCLD expressed that it would be the last time asking for a mil levy increase.

Crosby noted that it often takes several tries to get a mil levy passed.

Douden asked the Board if they would be in favor of a mil levy proposal. The vote was unanimous.

Douden asked for Board members interested in researching the mil levy ballot question. Chance and Douden agreed to meet and consider the question.

Tollett noted that, though the BOCC would appreciate speaking to the GCLD Board about a mil levy ballot issue, it is not necessary to get BOCC approval. She noted the desire of the BOCC to keep people talking, exploring the options, and exploring what the constituents want.

Douden and Chance expressed an interest in being on the Campaign Committee.

Crosby expressed her desire to be involved in the campaign.



- D. Resignation as of August 1, 2016 of Leslie Crosby, Trustee. Search for replacement trustees for District 3 - Roxane White and Leslie Crosby - At Large/District 3  
White will resign on August 16<sup>th</sup>.  
Ralph expressed a desire to move forward as quickly as possible with advertising these open positions.  
White noted that this will be a daunting challenge for any new trustee.  
Ralph reviewed the trustee appointment process.  
Crosby expressed a desire for clarification on the district positions and the at-large positions. Ralph explained the difficulty of filling positions in general and the idea of a "back-up" position to ensure geographic coverage.
- E. July 25, 7:30pm Presentation to the Grand Lake Town Board  
Ralph will ask GLTB to re-schedule the presentation.
- F. Public Comment  
Bob McVay expressed his appreciation for the Board's thoughtful consideration this evening, and suggested that these library supporters are the best allies for getting a mil levy passed together, as a community.  
Nancy \_\_\_ said she was sorry for what she said last Thursday since the Board is looking at a mil levy.  
Laura Hagar thanked the Board for pursuing a mil levy and offered to serve on the campaign committee.  
Shawn Davis noted that at the library in Hawaii, they charge \$1 a day to check out DVDs. She understands the concept of free libraries but thinks it is time to consider measures that have the public pay more. She noted that the library is a bargain and that \$30 would pay for the salaries of HSS staff. Ralph responded that GCLD is looking at charging higher fines and fees.  
Merilyn Hunter asked the Board to consider the rent of the HSS building as an in-kind donation. She suggested brainstorming ideas on raising money, even a little at a time. She is also agrees on the library's idea of freedom of access.  
David Martin asked how pay increases are addressed in the forecast. Ingle noted that in 2015, the Board approved a 1% COLA increase. Earlier budgets included a 2.5% COLA increase.  
Nancy Abbott apologized to Roxane White. She said it is a different world over in Kremmling, and she offered to assist with passing a mil levy.  
Doug Smith spoke about Carnegie opening over 1,500 libraries in communities that couldn't afford them on their own. He noted the large role of the library in the Kremmling and Hot Sulphur communities.  
David thanked the District for trying to keep all the libraries open but added that we all have to live within our means.  
Carol Schroer appreciated the effort to work toward a whole community.



Kim Cameron noted that she has been bludgeoned on Facebook and suggested that the public and the press should have been invited GCLD meetings. She noted that library supporters want to be kept in the loop.

Bob McVay thanked White and Crosby for their service.

Nolan spoke about being President of the Library Board during the destruction of the Granby Library by the bulldozer. The District had been saving money to build new libraries and encouraged the construction of the Granby Library, which was the Library of the Year. He noted that the Board decision to build these world-class libraries under extreme circumstances was unanimous. He apologized for leaving the Board with this problem and advised them to do their best.

Nancy \_\_\_ asked what the alternative plan is should the mil levy not pass.

Ingle explained the options being explored, including the sale of the Administrative building. She noted that the “kiosk” model has not been developed.

Nancy \_\_\_ asked, if the mil levy passes, will Hot Sulphur still close.

White responded that an increase in the mil levy will alleviate some of the financial difficulties.

#### G. Response to Public Comments

Douden thanked the public for their attendance and input.

#### Adjournment

White moved to adjourn the meeting, LeClair seconded, all in favor. Meeting adjourned at 8:15 p.m.

*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. at least 24 hours in advance of the meeting.*