

Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY DISTRICT

BOARD OF TRUSTEES

Regular Meeting

Tuesday, January 16, 2018

5:30 PM

Granby Library

55 Zero St., Granby, CO 80446

Minutes

Trustees Present: Sally Leclair, Jim Sloan, Darcy Schlichting, Nancy Knoohuizen, and Marcus Davis. Staff Present: Stephanie Ralph, Tara Ingle, Jeanie Johnson, Matt Sutton, Anna Szczepanski, and Sue Luton.

Public Present: Marilyn Hunter, Mary Jo Wright, Elizabeth Gall, Shawn Davis, Kim Cameron, Molly Turk, Laura Manning and Nina Healey.

5:30 pm

- I. Call to Order and Consideration of Trustee Absences. Leclair called the meeting to order at 5:30 pm. All Trustees are present, no absences recorded.
- II. Amendments to the Agenda
 - A. The Executive Session for a personnel matter was tabled until February meeting.
 - B. Note that Davis cannot vote this meeting since he has not been approved to serve for a new term, resulting in 3 voting Trustees.
- III. Approval of the Agenda: Knoohuizen moved, Sloan seconded, all voted aye to approve the agenda as amended.

5:40 pm

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.)

Schlichting moved, Sloan seconded, motion carried to approve the Consent Agenda.

- A. December 2017 Board Minutes
- B. Correspondence
 1. Letter from Nancy Henry praising Heidi McNinch's work on the Granby Book Club.
 2. E-mail to the Board from Marilyn Hunter regarding damage to the Hot Sulphur Springs Library.
- C. Check Register and Expenditures November 2017
- D. Finance – [December](#) Budget to Actuals and Balance Sheet

Minutes respectfully submitted by Anna Szczepanski

Minutes Approved 02/20/2018

5:45 pm

- A. Friends of the Grand County Library, Inc. Report given by Marilyn Hunter, past president:
 - 1. Hunter extended an invitation to attend BINGO at Carver's on February 17th. It is a partnership with the Fraser River Valley Lion's Club; a portion of the proceeds goes to FOGCL.
 - 2. Hunter presented a document titled "Guidelines for Handling Donated Materials in Partnership between The Friends of the Grand County Library, Inc. and The Grand County Library District" to clarify how donations are handled.
 - 3. Next week is the Friends' annual retreat: They will discuss membership, fundraisers (a new Tea fundraiser is being planned), and the fund distribution. They have pledged \$30,000 to the GCLD for 2018. The fund distribution proposal will reflect a partnership between the two organizations. Hunter expects that the proposal will protect their 501c3 status, be transparent as to what the funds will be used for, and will give the members, volunteers, and donors a sense that they have made a difference.
- B. Grand County Library Foundation
 - 1. On January 8th, there was a workshop to review the Foundation. At this time it is a work in progress. A goal is being set to have a Foundation meeting on February 20, following the regular Board of Trustees meeting.
- C. Public Comment (*Please refer to Protocol for Public Comment at Meetings of the Grand County Library District Board of Trustees following this agenda.*)
 - 1. Marilyn Hunter asked for clarification regarding where the current Board Members live: Leclair lives in Fraser, Sloan lives in Kremmling, Schlichting represents At-Large and lives in Winter Park. Knoohuizen lives in Tabernash. Davis lives in Hot Sulphur Springs.

6:30 pm

- V. Action Items: None

7:00pm

- VI. Information Items
 - A. Review of 2017 by Board President, Sally Leclair
 - 1. Leclair recalled changes in the Library District over the past year, and commended the people and groups who made this possible: Friends of the Library, Library Branch Managers and employees, support staff and the Director. She outlined goals for 2018. She thanked everyone for their support. Ralph requested a copy for the staff to read.
 - B. Ralph commented that Trustee Nancy Knoohuizen sent a letter that the February meeting will be her last as she has served three years and will be leaving the Board.
 - C. Interview of Board of Trustee applicants:
 - 1. Molly Turk

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2. Kim Cameron – Although not scheduled, Cameron expressed a readiness to interview.
 - D. Review by Executive Director of December 2017 GCLD December 2017
[Statistics](#) and [Highlights](#)
 1. Statistics overhaul with a new interface from the Marmot Library Network is coming in February
 2. No questions about the statistics or highlights
 - B. Review of the [Hot Sulphur Springs Library construction project](#).
 1. Matt Sutton: Schedule of proposed timeline has been posted. The delay was due to insurance company approval required prior to starting work. Work is progressing: dry wall has been hung, mudded, and painted. Running on schedule with Rocky Mountain Catastrophe in charge. Improvements will include changes to the layout with new furnishing and cabinets.
 2. Marilyn Hunter offered to help with the Re-Opening Celebration Committee.
 3. Ralph described some changes and updates to the HSS building.
 4. Elizabeth Gall asked about light fixtures—it didn't seem like it brightens the space enough. Ralph commented that some spotlighting will feature the new collection. Gall asked about LED lights. Sutton said going from fluorescent to LEDs isn't yet economically feasible.
 5. Davis said it was nice to see someone working there.
- Review of Plan for 2018 Finances.
1. Ingle presented the December Budget-to-Actuals
 - a. 2017 Year-End: In spite of repayment to the YMCA, the district came out ahead in net income and total income, due to an increase in fines and fees, improved bank interest, and total donations of over \$69,000.
 - b. 2017 operations were under budget by over \$43,000. That will reduce the amount of economic stabilization funds needed.
 2. Five Year Financial Model, presented by Ingle:
 - a. 2017 Budget-to-actual expenses are preliminary.
 - b. Gallagher Amendment graphs were presented: potentially results in a \$120,000 decrease, but operation costs will grow. The only way to overturn Gallagher is to take it to a state-wide vote.
 - c. Five-year trends are based on 2016-17 and continued forward until 2022. Ingle is ready to work on a five-year plan.
 - d. Questions for the Board: How committed is the Board to paying off the debt or continuing operations at current levels? Can the 2.41 mils support the operations in the future? What does the Library District look like in five years' time?
 3. Since other Special Districts are also impacted, there may be a change in the Amendment if it goes to a vote.
 4. Questions from Laura Manning:
 - a. Is the library district contacting Colorado legislators regarding the Gallagher Amendment? Yes, along with the state-wide Special Districts Association and other lobbying groups.
 - b. What is the debt that we owe? The mil levy increase was to pay off the debt for the Granby and Juniper Library buildings.

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5. Kim Cameron commented that the gcl website FAQs are outdated from before the mil levy was passed in 2016. Ralph said they will be updated.
- C. Consideration of Appointment to GCLF- Ann Douden: Jim Sloan, as a representative of the foundation made a formal request that Ann Douden be appointed to the GCLF as a community member. Schlichting moved and Knoohuizen seconded. All approved to appoint Douden.
- D. Review of re-appointment by the BOCC of trustee: Marcus Davis by the Re-appointment Committee. Sloan reported that the committee recommends Davis be re-appointed and a recommendation be sent to the Board of County Commissioners. Sloan moved, Schlichting seconded that a motion be made to recommend to the BOCC that Davis be re-appointed to the GCLD Board of Trustees.
- E. Recommendations by the Nominating Committee for Board Officers and Committee members slate of office: President: Sally Leclair; Vice-President: Jim Sloan Secretary: Darcy Schlichting, & Treasurer: Marcus Davis.
- F. The approval is contingent on the appointment of Marcus Davis being reappointed as a trustee by the BOCC. Knoohuizen moved, Sloan seconded to accept the slate.
Slate of officers for 2018 was approved.
- G. Committee appointments: Finance Committee is Davis (contingent on re-appointment) with Knoohuizen for her remaining time; Policy Committee is Sloan; Strategic Planning Committee is Schlichting; and Community Partnership is Leclair. No motion or vote required for committee appointments.
- H. 2017 Strategic Planning Committee: Discussion on the adoption of [proposed mission statement](#)
- Marcus Davis said the goal was to take something vague: “Linking people to boundless opportunities” and make it more specific. The proposed change was presented in March 2017 but no formal adoption was made.
 - The proposed change is a three-point description of the people, place, and platform strategic plan:
 - A library is an asset for individuals and the community to connect with information and ideas.
 - A library is a trusted source for enrichment and information literacy.
 - A library is a space for all people to connect, to share, to explore ideas, and to stimulate discovery.
 - Davis requested that a formal adoption of the new mission statement based on needing a more concrete description from which to start strategic planning.
 - Trustees and staff shared their opinions of the proposed change.
 - Ralph suggested that the three bullets be changed to the “Purpose Statement,” which is more specific, and leave the Mission Statement as is.
 - Motion to accept the strategic plan’s mission statement and new purpose statement: Schlichting moved, Knoohuizen seconded. The motion was approved.

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- I. Discussion on the date for the BOCC annual report: In 2017 it was in late February/early March. Schlichting does not know if she can attend those months. Davis requests that it be after the February trustee meeting. March 6th tentatively. Ralph will request a date with the BOCC and share confirmed date.
 - J. [Proposals for charging of materials](#) during programs in the library.
 - 1. Book signing by author Sharon Alexander at the Fraser Valley Library on Saturday, 1/27. Copies of “Learning to Breathe, Learning to Live” will be available for sale for \$15.
 - 2. The Grand County Community of Writers is hosting a panel of local, self-published authors at the Granby Library on Wednesday, 2/7/18. Copies of the four participating authors may be sold during the event.Motion to approve book sales at the two author events: Knoohuizen moved, Schlichting seconded, all voted to approve.
 - K. Executive Session 24-6-402(4) (f) C.R.S. Personnel matter regarding the annual evaluation of the Executive Director. This was tabled until February.
- XII. Adjournment: Leclair called for a motion to adjourn: Sloan moved, Knoohuizen seconded, all approved. The meeting was adjourned at 7:42 pm.