MINUTES

I. Call to Order and Consideration of Trustee Absences
5:32 p.m.
All present

II. Amendments to the Agenda
Shavangh Dominguez Rodriguez withdrew her application for GCLD Board of Trustees due to time commitment and possibility of moving out of county.

Motion to amend January 18, 2022, agenda VI. Information Items G. Interview for GCLD Board of Trustees to Trustee Vacancy
Janet Thomas motion; Mike Johnson 2nd
All approve

III. Approval of the Agenda

Motion to approve the agenda as amended.
Jeremy Krones motion; Marcus Davis 2nd
All approve

IV. Consent Agenda:
A. December Regular Meeting Board Minutes
B. Correspondence – none at this time
C. November and December Bank Reconciliation
D. December Budget to Actual and Balance Sheet
  Motion to approve the consent agenda as presented.
  Jeremy Krones motion; Janet Thomas 2nd
  All approve

V. Reports
A. Friends of the Grand County Library, Inc.
  No report for this month.
B. Grand County Library Foundation
  Sally Leclair reported. The group met last week to review financial status and where investments would be made. Colorado Gives resulted in $4,713.88 for this year. Pat Raney donations came in as well. That account is still active and has received up to $4,000 in donations. Gallagher provided a screen viewing of the Foundation’s new website. Marty Smith with Grand County Community of Writers has helped organize the next author event which will highlight Julian Rubinstein. The event is scheduled for the weekend of March 19-20. They would like to get back to offering one-two author events per year.

C. Public Comment
  Open 5:37 p.m.
  Public comment was made by Deborah Hast, Library patron, parent of a volunteer, and library clerk Deborah Hast regarding her concern and opinion regarding the mask requirement by all present in the libraries. Marcus Davis requested further information for
VI. Information Items

A. Staff recognition

_Recipients of the Fall/Winter 2021 Merit Bonus_

Gallagher highlighted a number of staff members who have been recognized for merit bonuses. Four total bonuses have been given – Tess Riley, Elisa Kuriyagawa, and Shelly Mathis continue to demonstrate growth in the Library Associate position as well as phenomenal community involvement and community service. Elisa also attended a teen workshop on her own time and led a session at All Staff Training to help us better engage the teens in our community. Shelly will be speaking at CLiC and giving the presentation she gave at our All Staff Training in August. She has also conducted her InfoLit Club based on information literacy tips and tricks. Blake Pedersen is much appreciated for taking a lead on the Juniper Library carpet installation project. He worked additional days to take on this project, especially since Matt was pulled away for boiler issues.

Mike Johnson asked a couple of questions about the board reports he reviewed from December, 2021. Patron counts were discussed, and board members requested patron counts for all branches each month. Board members appreciate the amount of time and effort put into monthly board reports.

B. Review by Executive Director of December GCLD Department Highlights & Statistics

Gallagher clarified her stance on the mask mandate that has been put into place based on GCPH information. Primary concern is workplace capacity. We want to be able to keep branches open and staff members healthy. We reached out to Employers Council to get clarification on our position. The goal is to remove the mask requirement by Feb. 1. 2,000 KN95 masks have arrived and have been distributed to staff first, then to public.

Staff celebrations were highlighted including a Letter to the Editor regarding Sue’s exceptional customer service at Juniper Library, staff kindness kudos from the Fraser River Valley Lion’s Club, Jeanette’s acceptance to the SDA Leadership Academy, and Shelly’s representation as a presenter at the CLiC Spring Workshop and her work implementing the InfoLit Club for Kremmling teens who are homeschooled.

Facilities projects were summarized and included carpet in Juniper, touchless faucets and soap dispenser changes, mitigation of ice build-up, and mention of supply chain issues in regards to acquiring replacement lighting items.

Finance/HR has completed all 2021 reporting requirements, and employee reviews are wrapping up. The Employee Handbook has been updated and is under review with Employer’s Council. The Job Analysis Committee will be meeting in early February to review 2021 and decided next steps for 2022.

The Library Resources department has been busy working on shelving and displays for the Library of Things. Juniper, Hot Sulphur, and Kremmling are completed, and Granby and Fraser Valley are in process. There was a marketing bump seen for the use of A to Z, which was our featured online resource for December. We have a new resource available for patrons – Sing Along books. They feature professional musicians singing songs, and children can follow along using a chime signal to turn the page, similar to Read Along/Vox books.

The technology department has been focusing on IT hardware recycling and is getting a jump start on the 2022 replacement project for Kremmling. Work with A/V vendors continues.

Public Services has some wonderful activities happening in the branches, and there have been groups utilizing meeting rooms for a variety of purposes including...
birthday parties, non-profit meetings, youth vaccine clinics, and an outreach event for those dealing with addiction issues. Makerspace kits are circulating, and we have received positive feedback from patrons. The first Teen Takeover event, which is a library lock-in begin held at Granby Library, is scheduled for March 4. It was developed with input from our TAG members and will feature a variety of different activities throughout the library. The Winter Reading Adventure will run through the end of January. Finally, NOAA radios were distributed quickly, leaving some patrons disappointed. This brings up the question of should we or shouldn’t we be the source for distribution for these types of items.

C. Meeting Calendar
   a) Illuminate Colorado’s Stewards of Children, CSL sponsored training
      Choice of dates 1/25, 1/27, 2/10, or 2/23 from 5:30-8 p.m.
      Jeremy Krones offered to attend from the group of trustees.

D. Committee Appointments
   Designation of Trustees to Strategic Plan, Policy, and Finance committees
   Sally Leclair appointed the following trustees to committees:
   Finance – Marcus Davis, Mike Johnson
   Strategic Plan – Darcy Schlichting, Janet Thomas
   Policy – Jeremy Krones, plus an open seat to be filled by new appointee

E. Board Goals
   Sharing of Board goals and determination of goals for 2022
   Last year’s goals were reviewed, and input was received by trustees to craft goals for 2022. There was discussion on how to document progress toward goals, and Krones commented on the fact that what the board does should be commensurate with GCLD’s Strategic Plan. Trustee goals for 2022 were presented:
   - Promote strategic framework through support and progress monitoring of the implementation of the initiatives.
   - Undergo board training in the area of current library trends and board relationships as reported by monthly reports and discussion.
   - Formalize executive director annual review process
   Additional discussion took place regarding the need for a goal regarding expectations for roles of Trustee seats.

F. Grand County Library Foundation Director Appointment
   Recommendation from GCLF to appoint Jim Sloan as a Foundation Director and discussion regarding GCLD Trustee appointment
   Jim Sloan has expressed interest in the Foundation Director position. Foundation directors are appointed by the GCLD Board of Trustees. Jim has completed his role as an appointed GCLD Director, and he would like to continue his work on the Foundation. Gallagher reviewed Jim’s current contributions to the Foundation. The Foundation respectfully requested that Jim be appointed as a director.
   Motion to move appointment of Jim Sloan to Grand County Library Foundation Board of Directors to action.
   Marcus Davis motion; Darcy Schlichting 2nd
   All approve
   Motion to move appointment of Darcy Schlichting as GCLD Board of Trustee representative to the Grand County Library Foundation Board of Directors to action.
   Marcus Davis; Jeremy Krones 2nd
   All approve

G. Trustee Vacancy
   Interview of applicant to the GCLD Board of Trustees: Shavanh Romero Dominguez
   There was discussion regarding the open trustee position. Gallagher recommended that trustees consider appointing Marcus Davis to the District 3 representative position and fill the At-Large position with Alan Walker.
   Motion to move to action recommendation to BOCC a change in designation of Marcus Davis as At-Large B representative to District 3 representative maintaining current term.
   Jeremy Krones motion; Mike Johnson 2nd
   All approve
   Motion to move to action recommendation to BOCC the appointment of Alan Walker to At-
Large B representative.
Marcus Davis motion; Jeremy Krones 2nd
All approve

H. Facilities update for 2022
Director of Facilities Matt Sutton will share focus and projects for 2022
Matt Sutton introduced himself and summarized the 2022 capital and facility projects that have been approved. Projects include but not limited to curb repair, fire mitigation and landscaping, gutter projects, furniture and carpet replacement, and a safer alternative to wooden boardwalk at Juniper.

I. Update on 2022 Initiatives
New additions to current initiatives Digital Access and Diversify Staff
Gallagher shared a summary of two additions to our Strategic Plan initiatives.
Digital Experience – key element is website access and friendly user interface; push for newsletter variety; increased visibility of our social media platforms. Summer Reading Program newsletter had a high percentage of people opening and reading it. We are revamping the website at this time, and we are working on determining if it can be done in-house or if we need to contract out next year.
Diversify Staff – it is our goal to recognize staff members for who they are and what they do.
JACT work came together to create job descriptions and evaluate salaries. Gallagher raised the question, “Does our community want specialist librarians?”. How are we getting people on board from advertising, to interviewing, to training? This is a data collection year for us. Goal is to get a staffing plan in place for the finance committee to review for next year. We want to go beyond capacity. Comments from board including new male-dominant Board of Trustees at this time as well as questions regarding second language need in staff.

VII. Action Items
A. Motion to appoint Jim Sloan to Grand County Library Foundation Board of Directors.
Darcy Schlichting motion; Marcus Davis 2nd
All approve

B. Motion to appoint Darcy Schlichting as GCLD Board of Trustee representative to the Grand County Library Foundation Board of Directors.
Jeremy Krones motion; Janet Thomas 2nd
All approve

C. Motion to recommend to BOCC a change in designation of Marcus Davis as At-Large B representative to District 3 representative maintaining current term.
Mike Johnson motion; Jeremy Krones 2nd
All approve

D. Motion to recommend to BOCC the appointment of Alan Walker to At-Large B representative for a term starting upon appointment – December 31, 2024.
Darcy Schlichting motion; Janet Thomas 2nd
All approve

VIII. Adjournment
Motion to adjourn the meeting at 7:13 p.m.
Jeremy Krones motion; Mike Johnson 2nd
All approve