Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting, July 19, 2022
Hot Sulphur Springs Library
5:30 PM

Location: Zoom Meeting Link
Meeting ID: 863 4751 3182
Passcode: gMNz7j

MINUTES

Trustees: Sally Leclair, Jeremy Krones, Marcus Davis, Darcy Schlichting, Janet Thomas, Mike Johnson, Alan Walker
Staff: Polly Gallagher, Tara Thompson, Chris Newell, Emily Pedersen,
Public: Merilyn Hunter, Marla Gall, Chris Lee, Anna Szczepanski, Jen Fanning, Jeanette McQuade

I. Call to Order and Consideration of Trustee Absences

II. Amendments to the Agenda

III. Approval of the Agenda
   
   Motion to approve the agenda as presented.
   Mike Johnson motion; Janet Thomas 2nd
   All approve

IV. Consent Agenda:
   A. June Regular Meeting Board Minutes
   B. Correspondence
   C. June Bank Reconciliation
   D. June Budget to Actual and Balance Sheet
      
      Motion to approve the consent agenda as presented.
      Marcus Davis motion; Alan Walker 2nd
      All approve

V. Reports
   A. Friends of the Grand County Library, Inc.
      Gallagher shared Judy Smith’s report for this month. Tops of the Rockies was a great success. They are still running the final numbers, but it is projected approximately $20,000 raised. Thanks to all who attended. A book sale will be held during Buffalo Days in Grand Lake at the Grand Lake Community room and Middle Park Fair in Kremmling.

   B. Grand County Library Foundation
      Darcy Schlichting reported. The group met in July. They are searching for a bookkeeper. Books left over from the author talk are to be donated to the Library. Financially, they have experienced a net loss due to a decrease in the stock market. Other aspects of finances are on track. They are waiting to consider changes in investments based on market activity. The next Visiting Author event is planned at Granby Library. Grand County Community of Writers member, Kent Gunnufson, has self-published his book, Rocky Mountains: A Self-Portrait. The group continues to discuss dissemination of funds from Pat Raney Fund.
C. Public Comment
Open 5:40 p.m. Close 5:40 p.m.
None at this time.

VI. Information Items
A. Tour of Hot Sulphur Springs Library
Emily Pedersen, branch manager of Hot Sulphur Springs and Kremmling Libraries, provided a tour and highlighted the work of Hot Sulphur Springs Library to the Board of Trustees. She shared information about how the space is used in the branch and where each of the sections are in the library. Staff would love to be able to designate a teen space, but the area is limited. Emily showed Trustees the children’s space as well as the Library of Things items available for patrons of all ages. Attendees thanked Emily for her service and complimented her on a job well done in Hot Sulphur Springs.

B. Review by Executive Director of June GCLD Department Highlights & Statistics
Gallagher thanked the Friends for the additional $3,000 of funding to be used for Summer Reading Program events and additional read-along books. She also shared information about sessions she attended at the ALA conference, highlighting sessions about Library of Things collections, DEI access in spaces, library technology leaders in the industry, trauma in the library, and marketing toolkits. Some good notes regarding facilities were shared – repairs bringing systems back up to functionality and in compliance have been completed throughout the district. Tara was the GCLD representative at a Career Expo hosted by GCLD with our Health and Human Resources Coalition partners as well as the Economic Development office. Applications were received for both open positions. Tara has also created and disseminated a GCLD Employee Experience survey, with a completion deadline of August 18. Finally, mileage reimbursement has changed per IRS Guidelines. Gallagher went on to provide a summary of the monthly board report by highlighting programs and events that happened in each library throughout the district.

C. Meeting Calendar
a) Summer Board of Trustees Meetings Schedule in Branches
July 19: Hot Sulphur Springs Library
August 16: Kremmling Library
September 20: Granby Library

b) September Conferences
CALCON Annual Conference, Thursday, September 8 – Saturday, September 10
(no virtual opportunities this year)
SDA Annual Conference, Tuesday, September 13- Thursday, September 15 in Keystone

D. Grand County Rural Health Network
Jen Fanning, resident of Hot Sulphur Springs and head of the Grand County Rural Health Network, joined us virtually. GCLD collaborates with this group to support area initiatives. The Network is nonprofit in Grand County, and they do work in Grand and Jackson counties. They advocate for and support the health of the community. Jen summarized their four lines of service and programs that have been developed to fill in gaps and address barriers to health care for residents of the community. Librarians know so much about resources in the community, and Jen mentioned the significant number of referrals that come from GCLD libraries. They also partner closely with Public Health. A needs assessment identified social isolation as a high need in this area. Jen mentioned that the Library has stepped up and provided programs to assist with meeting people and getting out in the community. Huge shout-out to the Library for stepping up to provide programs. The Network’s Gratitude for Grand fundraiser is coming up – the goal is to share positivity about people who have made a difference in the lives of residents. Tess Riley is the recipient of this year’s 2022 Award for Excellence in Health Service. Jen is excited to highlight a librarian and a library district for this award. Health is more than health care! Sally reiterated the importance of networking and collaboration to make our community healthy.
E. Grand County Library Foundation request for variance of 3.17 Meeting Room Policy

GCLD intends to hold an author event at the Granby Library and is requesting a variance to policy 3.17 preventing the exchange of money on library grounds. Current policy prevents the exchange of money on library property so the Foundation is requesting a variance. The event will highlight Kent Gunnufson’s book, *Rocky Mountains: a Self-Portrait*. They plan to collect donations and hold a sale of books after the event with proceeds going to support the Foundation. Jeremy Krones spoke regarding the policy committee’s discussion of this request. It is the policy committee’s opinion that because funds directly affect the Library through the Foundation, we should allow this request.

*Motion to move to action a variance to policy 3.17 to allow the exchange of money at Granby Library for the upcoming author/photographer event sponsored by the Grand County Library Foundation.*

Jeremy Krones motion; Janet Thomas 2nd
All approve.

F. 2022 Six Month Review

Polly Gallagher and Tara Thompson gave a joint presentation on our strategic framework and how the budget is supporting the work we do across the library district. Gallagher summarized the mission and vision of GCLD and connected program and resource initiatives that support our work. Tara presented a pie chart to show how funds are being used in various aspects of operation with current end of year projected to be $2,000 under current budget. Some variations from budget include overages in facilities due to higher costs (increased costs in utility bills and cybersecurity insurance) with decreased expenditures in staff due to lack of full capacity. Tara gave a summary of expenses to date and projected vulnerability through the end of the year. Tara also shared data regarding historical personnel as compared to overall budget.

G. Salaries & Wages

*With significant changes in our economy, a recommendation for change in staff’s base pay will be reviewed and its impact on our current budget*

With significant changes in the economy, there has been a recommendation for pay review for entry level and current. GCLD has positions open that are not being filled. Starting pay has been increased to help with recruitment of new staff members. Economy indicator points including Consumer Price Index and Employment Cost Index were evaluated. Pay philosophy and our Total Rewards Model will be reviewed later in the year as part of 3-year salary analysis. GCLD’s current practice is to hire at the low end of the scale. After 90 days, new employees are eligible for a pay increase based on successful completion of review. We would like to attract and retain employees by offering pay equal to the current market. There was board discussion regarding the plan to adjust salaries for all staff. Marcus shared information regarding industry salaries and the need to evaluate the situation correctly as we look at salary adjustments for staff. Increases were proposed for front line staff by 20%, manager’s and director’s salaries by 15%, and the executive director by 10% to current wages retro-active to July 1, 2022.

*Motion to move to action the approval of the salary adjustment plan as presented by Gallagher and Thompson on behalf of the Finance Committee.*

Marcus Davis motion; Mike Johnson 2nd
All approve

H. Library Trends: Express Library

Anna Szczepanski from CLiC shared a presentation about self-service libraries, which is a growing library trend that helps increase access of materials and resources to the community. Self-service does not have to be high-tech. There are a variety of low-end and high-end technology options available. She shared information about sites using the Open Access software. Gallagher shared pricing information with Trustees and gave examples that have been seen on visits to libraries already offering this service. Most libraries use this feature to expand service hours. Board members asked questions about costs and possible changes to physical space and had discussion about this service. Questions were asked about sustainability and the cost/benefit to GCLD with further information to be shared in the future.
VII . Action Items

A. Variance to policy 3.17 to allow exchange of money at Granby Library for the Foundation Author/Photographer talk to allow the sale of books on sight.

Motion to approve a variance to policy 3.17 to allow the exchange of money at Granby Library for the upcoming author/photographer event sponsored by the Grand County Library Foundation.

Jeremy Krones motion; Janet Thomas 2nd
All approve

B. Approval of salary adjustment plan presented by Polly and Tara

Motion to approve the salary adjustment plan presented by Gallagher and Thompson on behalf of the work of the Finance Committee with permanent adjustment retroactive to July 1, 2022, for the final six months of 2022, July 1 – December 31, 2022.

Marcus Davis motion; Mike Johnson 2nd
All approve

VIII . Adjournment

Motion to adjourn the meeting at 8:15 p.m.
Janet Thomas motion; Alan Walker 2nd
All approve