Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting, August 16, 2022
Kremmling Library
5:30 PM

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

Minutes

Trustees: Sally Leclair, Jeremy Krones, Marcus Davis, Janet Thomas, Mike Johnson, Alan Walker
Absent: Darcy Schlichting
Staff: Polly Gallagher, Tara Thompson, Chris Newell, Emily Pedersen, Tess Riley, Kaylene Loo, Shelly Mathis
Friends and Foundation Representatives: Judy Smith, Jim Sloan
Public: Jeanne Sloan, Bex Drake, Jeremy Kennell, Amy Chamberlain

I. Call to Order and Consideration of Trustee Absences
   Sally Leclair excused the absence of Darcy Schlichting.

II. Amendments to the Agenda
   Motion to amend the Minutes from the July 19, 2022, meeting to reflect proper location of the meeting at Hot Sulphur Springs Library.
   Marcus Davis motion; Alan Walker 2nd
   All approve

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

IV. Consent Agenda:
   A. July Regular Meeting Board Minutes
   B. Correspondence – Appreciation was shared from Geoff Elliott of Grand Environmental regarding Tallie Gray, director of Library Resource, in bringing together two water groups GCWIN and UCRWG to collaborate on the microscope library program.
   C. July Bank Reconciliation
   D. July Budget to Actual and Balance Sheet
      Motion to approve the consent agenda as presented.
      Alan Walker motion; Marcus Davis 2nd
      All approve

V. Reports
   A. Friends of the Grand County Library, Inc.
      Judy Smith reported. She thanked Polly for giving the report in July. TOPS was successful, and we were able to net over $20,000. Thanks to all who were able to attend and to fellow board members for pulling off this event. Another used book sale is coming up Friday-Sunday, August 19-21, at the Grand Lake Community Room from 10 a.m. – 4
p.m. each day. The annual membership meeting will be held October 2, 2022, at 10 a.m. at Granby Library Community Room. Judy took questions from Trustees regarding the storage of books going forward since the Pitkin Annex has been taken over by an organization called Grand Creations. Judy welcomed discussion moving forward.

B. Grand County Library Foundation
Jim Sloan reported. The Kent Gunnufson event has been rescheduled for Friday, August 26, 5:30-7 p.m. at Granby Library’s Community Room. His book is a compilation of Rocky Mountain photographs. Martin Smith will facilitate the author/photographer discussion. The Foundation will have their 2023 budget meeting on September 6, 2022.

C. Public Comment
Open 5:42 p.m. Close 5:42 p.m.
None at this time

VI. Information Items
A. Staff Recognition - Kaylene Loo, Tess Riley, Shelly Mathis are the January – July, 2022, Merit Bonus recipients
Recipients were either nominated by a peer or supervisor. Gallagher gave a summary of the nominations.

Kaylene thinks District rather than Branch. She developed an over-arching prize plan for SRP and created a program calendar template that has been shared out to all branches. She has worked hard to put the Explorers program in place in Fraser and met with Emily and Tess to observe and fine tune her program.

Tess has been honored by Grand County Rural Health and has received the Community Health Excellence Award for Health Services through the library. She engages with individuals and opens access to services for them when things get difficult. She strives to match patrons with resources available in the community.

Shelly has developed the Information Literacy Club which meets at Kremmling Library. This is an instructional program teaching teens and their parents/family members about how to safely search the internet and find accurate and trustworthy information online. The homeschool network uses the public library to enhance learning and research. Shelly worked with her professor to do a case study and submit a paper, which was published in the YALSA journal. Her Information Literacy program was developed based on evidence of their study. They have also received an award for the paper, and Shelly is headed to Pittsburgh in October. She and her professor will present at the national convention and will answer questions about the research.

B. Tour of Kremmling Library
Emily Pedersen, Branch Manager of Hot Sulphur Springs and Kremmling Libraries provided a tour, introduced her staff, and highlighted the work of Kremmling Library. Community needs and goals of Kremmling were also addressed. Many community needs are being met through the library. After the tour, there was discussion about the size of the library in relation to meeting the needs of the community and staff members. Emily and Chris shared details about the utilization of space for programs and the need for additional space when programs are scheduled as well as the need for work space for staff.

C. Review by Executive Director of July GCLD Department Highlights & Statistics
August 30, 2022, will be our All Staff Training – all facilities will be closed. For this month’s training, we will emphasize Code of Conduct with Children and
Science of Reading.

Work is continuing with the welcoming environment surveys. About 27 members of the public have been working on this committee and are completing walk-through surveys for each library. There will be a digital tool on our website that will convert the site to assist those with Dyslexia and language barriers. Working with local agencies, a senior nutrition and isolation survey has been distributed, and about 55 people have responded. There was a resounding “yes” for attending library programs that also offered lunch.

In HR, Stay Surveys and employee experience work is happening. We have welcomed a new Facilities Associate, Rod, to give Matt assistance. He has hit the ground running. The main circuit is causing issues at Granby Library, which may cause a budget stretch. Gallagher will keep Trustees informed on projects and budget needs.

For Library Resources, Tallie reports that hoopla is very popular; however, Rosetta Stone has been acquired by a new company. They have been unable to show stats and usage. This resource is not currently available to patrons, and Tallie is researching another language resource to use. She is currently using funds from Rosetta to pay for hoopla, which is seeing large usage by patrons. Thanks to financing from the Friends, we were able to expand Read Along resources and microscope programs. Spanish Ready! Kits are here in collaboration with Grand Beginnings to help families of young children prepare for school readiness.

Kremmling computer replacement cycle has happened, and all is going well. Read to a Dog is back in Fraser through the month of September. Tourists in Grand Lake are enjoying taking photos with the “Land Shark” at Juniper Library. VR is also a big hit with teens and seniors at Juniper. Granby Library hit a new GCLD record for patron visits in July! Teen programs in Kremmling, Granby, and Fraser have been a success. Having the Library Clerks in place helps build capacity to offer programs across the district.

Sally Leclair complimented GCLD staff for the unique and engaging programs offered at all branches. Gallagher discussed the need for a change of space to serve the number of patrons in Kremmling. Open hours are limited as well as space. Staff does an amazing job with the resources they have.

Leclair reminded Trustees to complete their KnowBe4 cybersecurity training by early September.

D. DigitalBridge Grand County
Jeremy Kennell from Connected Communities, a project of Wireless Research Center, shared information regarding the development of a digital workforce through DigitalBridge. Jeremy gave a summary of the company and their goals of working with employers in Grand County. They work with underserved or non-economically diverse communities by providing training to people. Training enables them to develop digital skills that will help them become more employable. The goal is to create digital upskilling/reskilling and job pairing by meeting residents where they are to help them develop the skills needed to work remotely and gain income and opportunity to continue working and thriving in the community.

E. 2022 Summer Reading Program, Oceans of Possibility
Chris Newell shared a PowerPoint presentation which gave a summary of the 2022
Summer Reading Program highlights and successes. Outdoor programs were a big hit once again as well as the paid performers – Story Creations “Pirate Dogs of the Sea” with therapy dogs, Joey & Kira, and Rocky Mountain Puppets “Dive in and Discover Yourself” ventriloquist show. Kona Ice was a welcome treat in June, and local guests shared their time, talents, and resources all over GCLD. Special thanks to Friends of Grand County Library for their financial support of the valuable summer reading program. Thanks, also, to our local sponsors for donating completion prizes – Winter Park Resort, YMCA of the Rockies, and Country Ace Hardware in Granby.

F. Meeting Calendar
   a) Summer Board of Trustees Meetings Schedule in Branches
      September 20: Granby Library
   b) September Conferences
      CALCON Annual Conference, Thursday, September 8 – Saturday, September 10
      SDA Annual Conference in Keystone, CO, Tuesday, September 13 - Thursday, September 15

G. 3.17 Meeting Room and Study Room Policy Exemptions
   There has been a request for policy exemption from Granby Elementary School PTO for the Winter Scholastic Book Fair they wish to hold in the Granby Library Community Meeting Room. Board members discussed the value of holding the book fair at the library. Due to lack of space, Granby Elementary School PTO members are asking for this variance to use the Community Room for sales of books, which involves the collection of money. Gallagher reported that this event has enabled GCLD to see an increase in the number of new library cards. Increased exposure of the library to kids and families has also been a positive result of this collaboration. It was reiterated that Library staff will not handle any money for this event.
   Motion to move to action a variance to 3.17 Meeting Room and Study Room Policy to allow the exchange of money at Granby Library for the Granby Elementary School PTO's Scholastic Book Fair.
   Marcus Davis motion; Jeremy Krones 2nd
   All approve

H. FAMLI
   Board member requested additional information about this state program. Gallagher provided additional information about staff eligibility for GCLD benefits and requested that we have more time to research our benefits until 2023. She requested that we delay until October, 2023, to examine what we could offer and afford that is similar. Marcus Davis gave a summary of the discussion that the finance committee had about this issue earlier in the month.
   Motion to move to action the recommendation by the Board of Trustees to opt out of FAMLI for the calendar year 2023.
   Marcus Davis motion; Alan Walker 2nd
   All approve

I. Reappointment Committee
   Identify trustees to serve on the Renewal Evaluation Committee; Janet Thomas’s term, At-Large-A, expires December 31, 2022
   Gallagher requested to have Trustees update and correct their information on the document and return to her as soon as possible. Sally Leclair asked for a letter from Janet Thomas regarding her intention to serve an additional term. Jeremy Krones and Alan Walker were appointed by Leclair to serve on the committee to evaluate the renewal of Janet’s term.
J. Preliminary Budget Discussion
Tara Thompson requested a temperature check from Trustees in preparation for the 2023 budget development. The finance committee solicited feedback regarding budget items. We do not want to increase our debt, and it has been decreased over the past couple of years. We operate on a zero-based budget so we don’t spend more than our tax base. Values look to be about a 4% increase. We increased salaries and will be conducting a job market analysis. In this inflation age – how are we feeling with our budget? There is a need to look at three scenarios/questions:
- Maintain zero-based budget?
- Look at longtime opportunity with savings account?
- Time to research future plans with Mill Levy that is in place?
Board members discussed these options and shared ideas and feedback regarding budget and strategic planning in preparation for the September and October board meetings including being mindful of ongoing operation expenses staying within our annual funding and use reserve funds for one-time expense projects that help fulfill the strategic plan.

VII. Action Items
A. Motion to allow a variance to 3.17 Meeting Room and Study Room Policy to allow the exchange of money at Granby Library for the Granby Elementary School PTO’s Winter Scholastic Book Fair.
   Mike Johnson motion; Janet Thomas 2nd
   All approve

B. Motion to opt out of FAMLi for the calendar year 2023.
   Jeremy Krones motion; Alan Walker 2nd
   All approve

VIII. Adjournment
Motion to adjourn the meeting at 7:55 p.m.
Jeremy Krones motion; Marcus Davis 2nd
All approve