MINUTES

Trustees: Jeremy Krones, Marcus Davis, Janet Thomas, Darcy Schlichting, Mike Johnson
Absent: Sally Leclair, Alan Walker
Staff: Polly Gallagher, Tara Thompson, Chris Newell, Emily Pedersen, Tess Riley, Anthony Leyba
Friends Representative: Judy Smith
Public: None

I. Call to Order and Consideration of Trustee Absences
Call to order: 5:31 p.m. Jeremy Krones facilitated the meeting in Sally Leclair’s absence. He excused the absences of Sally Leclair and Alan Walker.

II. Amendments to the Agenda
Motion to amend the Consent Agenda to remove the October Bank Reconciliation from item IV.C.
Janet Thomas motion; Marcus Davis 2nd
All approve

III. Approval of the Agenda
Motion to approve the agenda as amended.
Dancy Schlichting motion; Janet Thomas 2nd
All approve

IV. Consent Agenda:
A. October Regular Meeting Board Minutes
B. Correspondence
C. September Bank Reconciliation
D. October Budget to Actual and Balance Sheet
   Motion to approve the amended consent agenda.
   Marcus Davis motion; Janet Thomas 2nd
   All approve

V. Reports
A. Friends of the Grand County Library, Inc.
   Friends Annual Meeting was held Saturday, October 22 at the Granby Library. A review of the fundraising completed by the Friends in 2022 was presented as well as election of the Friends Board and Officers. Friends of the Year volunteers, Larry Banman and Pete Beres were recognized for the many years of volunteer service assisting with the Friends Pancake
Breakfast. The Friends is planning to continue with book sales for 2023 and membership growth. A successful holiday book sale was held at Granby Library. They raised $600. Sales will continue through the month of December – Fraser Valley Library’s will be Saturday, December 3, 10 a.m. – 2 p.m. and the full month of December in Kremmling during library hours.

B. Grand County Library Foundation
Darcy Schlichting reported. Members discussed Colorado Gives Day. They have plans in place for receiving donations and responding to donors via thank you notes as well as participation in Grand County Gives. November 1 – December 6 is the donation window.

C. Public Comment
Open 5:40 p.m. Close 5:40 p.m.
None at this time

D. Public Hearing for the Proposed 2022 Amended Budget
Open 5:40 p.m. Close 5:41 p.m.
No comments received by the public

E. Public Hearing for the Proposed 2023 Budget
Open 5:41 p.m. Close 5:42 p.m.
No comments received by the public.

VI. Information Items
A. Review by Executive Director of October GCLD Department Highlights & Statistics
Gallagher discussed Marmot’s change to requiring patron passwords for use of library catalog starting March 2023. Two voter registration drives were held in October at the Kremmling and Fraser Valley libraries through the Community Leader Group of Grand County Rural Health Network. Many employees have attended conferences and trainings in the past month including the Colorado Government Finance Officers Association by Tara, Show Up to the Journey through Grand County Higher Education by six member of staff, and Cindy and Shelly toured 21C in Pikes Peak Library District to learn about connecting with youth (homeschool and early literacy). The Finance/HR department has worked on the finance salary scale, FAML opt-out procedures, and attended a Granby Town Hall meeting where significant changes to water rates was addressed. The Facilities department has been busy managing the inability to obtain replacement parts – parts for lights at Juniper, the outside lamp at Granby, and furnace/boiler parts are no longer available. Library Resources has allocated 1/3 of its budget to high demand ebooks and eAudio books. Online use and physical use are about the same for October. IT has purchased and installed new technology in the conference rooms at Fraser and Granby. Computers and collections have been moved at Granby. We experienced multiple Internet outages at Granby Library and Marmot wide during the month of October. Finally, zone counts have been collected at Fraser and Granby regarding space use and shift happening with computers, children’s spaces, teen areas, and audiobooks.

B. Committees
• Finance – plan to meet once more prior to December board meeting; good meeting this month to review JACT work and recommendations
• Policy – met to discuss request for reconsideration policy, best practices, what other libraries are doing to determine policy
• Strategic Plan – met at Fraser Valley Library to check progress in year three of our five
year plan; will provide simple report in December; discussed future needs of library district moving forward

C. Meeting Calendar
   a) Upcoming Dates
      • Board Self Evaluation to be completed by November 30
      • Annual Meeting is scheduled for December 13

D. 3.13.d All Donations Policy Variance
   Request to accept a designated donation to Fraser Valley Library as a beneficiary of a specific gift in memory of Janis Falkenberg was provided by Gallagher. Copy of the letter from the lawyer is in the board packet. New roof has been installed, feel it is appropriate to accept this gift as we have items there needing support.

   Motion to move to action a variance to the 3.13.d. Donations Policy to allow the acceptance of a specific financial gift in memory of Janis Falkenberg.

   Mike Johnson motion, Janet Thomas 2nd
   All approve

E. Senior Lunch and Learn MOU
   A review of the proposed memorandum of understanding between Grand County Public Health, Grand County Library District, and Mountain Family Center for the implementation of Senior Nutrition and Learning Program. Gallagher shared information about the history of this collaboration with Public Health and Mountain Family to develop the Senior Lunch and Learn program. Discussed senior nutrition and isolation, survey was conducted. Responses showed that people would like to have an opportunity to enjoy a meal and participate in a learning opportunity at the libraries around the county. Gallagher presented MOU drawn up by the County which approved $32,400 in budget to support food purchase, transportation, food delivery for one program per month at each library location except Hot Sulphur Springs, which will offer quarterly lunch programs. She made some changes to the MOU to make sure library law is followed regarding privacy. Trustees have been asked to review the MOU and be prepared to discuss and vote on it at the December meeting.

F. Proposed Pay Scale
   Emily Pedersen and Tess Riley provided a presentation on the results of the JACT work that has been done over the past few months. Tess provided a history of the work; Emily discussed the dollar figures and data sets used to come up with the new pay scale being recommended to the Board for approval. Plan will be to review this work and monitor the market consistently – ongoing refinement and review will occur. Recommendations should hold for the next three years allowing growth within each salary grade. There was Board discussion about the process and the adjustments made due to the changing economy. Vote will occur at the December meeting.

G. Proposed 2023 Closures for Holidays & Staff Training
   Gallagher spent time reviewing the proposed closures over the past month since staff members brought up a proposed closure to acknowledge Juneteenth. She expressed her concern over access and how closures affect public access to services provided by the library. She gave a summary of her research and perspective on holidays and library district closures. There was discussion about the proposed closure schedule and the idea of vocational awe.
H. Executive Session
24-6-402(4) (f) C.R.S. Personnel matter regarding the annual evaluation of the Executive Director

Motion to move into Executive Session to address the evaluation of the Executive Director.
Janet Thomas motion; Marcus Davis 2nd
All approve

Trustees and Polly Gallagher will participate in the session
Start time: 7:07 p.m.
End time: 7:58 p.m.
No action taken

VII. Action Items
A. Resolution 2022-11-01: 2023 Regular Meeting Schedule

Motion to accept the 2023 Regular Meeting Schedule
Mike Johnson motion; Janet Thomas 2nd
All approve

B. Acceptance of 3.13.d Donations Policy Variance

Motion to approve a variance to the 3.13.d Donations Policy to accept a designated donation to Fraser Valley Library as a beneficiary of a specific gift in memory of Janis Falkenberg.
Marcus Davis motion; Janet Thomas 2nd
All approve

VIII. Adjournment

Motion to adjourn the meeting at 8:00 p.m.
Janet Thomas motion; Mike Johnson 2nd
All approve