MINUTES

Trustees: Sally Leclair, Jeremy Krones, Marcus Davis, Janet Thomas, Darcy Schlichting, Alan Walker
Absent: Mike Johnson
Staff: Polly Gallagher, Tara Thompson, Chris Newell, Michelle Grant
Public: None

I. Call to Order and Consideration of Trustee Absences
   Call to order 5:30 p.m. Sally Leclair excused the absence of Mike Johnson.

II. Amendments to the Agenda
    None at this time

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

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

V. Reports
    A. Friends of the Grand County Library, Inc.
       No report this evening. Thanks to Tara for attending their meeting and making a financial presentation. It was well received.
    B. Grand County Library Foundation
       Darcy Schlichting reported. The CO Gives annual fundraising event was successful. The Foundation received $5,425.74 this year. Year to date fundraising was $23,125.40.
    C. Public Comment
       Open 5:35 p.m. Close 5:35 p.m.
       None at this time

5:40 p.m.

VI. Information Items
    A. Review by Executive Director of November GCLD Department Highlights & Statistics
A review of the past month’s strategic plan progress including projects, events, and statistics.

Gallagher wishes to adjust how she reports to the board each month and will only highlight a few items based on what is included in the monthly board report.

Tara Thompson presented at the Friends meeting in November – we are working to engage the group with the 2023 debt pay off plan. We have moved into the season of short days and dark nights. Adult Storytime reading programs have begun and will be duplicated at other branches. We said good-bye to Miss Carol, the story lady. Chris has joined the CALCON planning committee. Jeanette has completed her SDA Leadership Academy certification. Twenty individuals selected each year to participate, and she received a full scholarship to attend. Granby Elementary School is thankful for the ability to host the Scholastic Book Fair at Granby Library. This event netted over 1,000 additional library visits, many who had never been to the library. Hiring updates – we are advertising for a Facilities Associate for the district and a Library Associate for Fraser Valley Library.

Moving forward with the monthly board report, Gallagher will solicit questions from Trustees and provided clarification as needed.

B. Meeting Calendar:
   a) Committees – none at this time
   b) Upcoming Dates-none at this time

C. Trustee Self-Evaluation

   Summary review of the 2022 Trustee Self-Evaluation with discussion regarding Board goals for the 2023 year

   Trustees will be setting goals for 2023 in January. Sally Leclair briefly reported on evaluation results and commented that members complement each other well. There are a couple areas for improvement the group may want to address moving forward. Strategic plan – this is an area for improved communication and progress. Trustees were asked to review the evaluation results by January’s meeting, and consider a goal to be set for next year’s work. For example, recruitment of Trustees and succession planning for this group. Krones asked for an update of positions to be filled as the group begins to look at seats moving forward. District 3 – Marcus will be vacating his seat in the near future.

D. Grand County Library District 2022: A Year in Review

   Annual progress report on the initiatives identified for the strategic plan

   Gallagher reviewed Strategic Plan initiatives with Trustees. The document worked as a Strategic Framework versus a static plan, so it accommodates our need for agility and flexibility. Eight action plans were created to connect to organizational goals. Interim measures have been taken to evaluate statistics that show progress on goals as well as growth data. The Strategic Plan committee met and reviewed results. Gallagher presented a summary of each initiative.

   Civic engagement – work with community partners to bring people into library and build awareness of the library and what is happening. Emphasis - District run programs and engaging diverse ages. Success tied into resources available – Library of Things, Access Grand, growth of the physical collection. Most popular programs for attendance – family programs. Highlighted new Granby Hiking Club – has brought new users into the library. Gallagher shared comments from patrons who were thankful for GCLD programs. Continue to balance capacity of staff with what we are offering.

   Connecting Community – outside the library. Out and about with community partners – staff capacity issues have posed a challenge with this one. Polly and Anthony were approached to attend the Grand County Tech meet up. We are now a common go-to partner for many organizations in the community – examples include Experimental Forest and Kremmling Fire.
Digital Experience – end goal is to make our libraries accessible for all individuals. 2022 was an information-gathering year. Worked on Welcoming Environment surveys and website access. Reorganization of website has made things easier to find and locate. Few gaps – digital ADA compliance – documents must be readable by accessibility readers. Alt Text for photos, pdfs/graphs not available. Need to update website next year. Platform will not be secure next year. Provide staff training for accessibility - we have tools available, staff need training on what we have and how to use and access. Public computer use has dropped by half. Wi-fi has stayed about the same. Many use phones versus personal computers. Next year, begin implementation of initiatives.

Diversifying Staff – hiring process has been reviewed and tweaked. Expanded to include Library Clerks to ensure minimums in each branch are available. We now have a cushion when staff are out or resign from their positions. Succession planning is working. TLC – has moved to full time. Library Clerks have moved into Library Associate positions. The additional Clerk position in Juniper has allowed branch manager to get closed door time and for staff members to get some training time. Turnover continues to be an issue – how do we get staff here to stay for the long haul? Pay, housing, flexibility in schedule are issues that have been communicated. Address diversity and scheduling kinks that arise.

Early Childhood – we are doing a fabulous job in this area. Programs are well-used and well-recognized. We will continue to promote Professional Development in this area. Staff members are presenting at conferences and workshops across the state in this area.

Marketing – calendar is shared to branches. Identify key areas so we are all doing the same things. Look at bumps in use of resources with marketing plan - 19 pushes for online resources; 14 had positive increase in use of materials after the marketing push. We have browsing libraries – displays lead to checkouts. Building relationship with school districts – Book Madness; open houses and meals for teaching staff.

Open Hours – increased Juniper Sundays and Granby Mondays, HSS Mondays and Wednesdays. Seeing an additional 10-12% increase of people coming into libraries over 2021. On the new additional hours implemented in 2021, a much greater increase is occurring. 2 additional hours on Monday at Granby has equated to a 46% increase. 4 additional hours on Monday at HSS has demonstrated a 24% increase. Being open on Sundays all year round at Juniper has demonstrated a 32% of visitors. People are using the libraries!

Professional Development Series – similar to an alternative licensure program for librarians for us to grow on our librarians. Our model has been adopted by libraries across the state. Reviews and updates will continue to happen in 2023. Need to see level of use with staff. Independent training opportunities so managers can have a break from so much face-to-face training. Tallie will presenting at next CLIC conference. We have had staff members present at virtual and in-person conferences and workshops across the state.

Teen – TAG (Teen Advisory Group). We have a consistent, solid group in West Grand; fluctuating in East Grand. Need additional year to continue to grow and encourage new Teen members.

Board of Trustees commented on success of how we are using the Strategic Plan to show progress. Compliments to the team, doing an exceptional job!
E. 2023 Proposed Budget

*Updates to the 2022 supplemental budget and 2023 proposed budget*

Tara Thompson presented the proposed 2023 budget report to the Board of Trustees. She summarized General Fund and revenue/expense updates. There have been two large capital fund projects that will need to be rolled into the 2023 budget. A comparison was given for the October proposed budget to the December recommendation for adoption of funds. When the initial proposal was shared in October, we were looking at a total of $2,458,788. For December adoption, we are now looking at $2,565,091, which Tara summarized and explained to Trustees. The difference has been attributed to the change in the salary scale and funds necessary to support these updates. We are also still currently under a public health emergency, affecting payouts on staff illnesses made available per federal mandates. The presentation ended with highlights of the unique programs and services offered by GCLD along with a statement about the need to approve the necessary funding to support a staffing plan that will enable the organization to continue offering a high level of services.

VII. Action Items

A. Approval of the 2023 Pay Grade Scale

B. Approval of Resolution 2022-12-01, A Resolution for Supplemental Budget and Appropriation for 2022

C. Approval of Resolution 2022-12-02, A Resolution to Adopt Budget for the Year 2023

D. Approval of Resolution 2022-12-03, A Resolution to Set a Mill Levy for the Year 2023

E. Approval of Resolution 2022-12-04, A Resolution to Appropriate Sums of Money for the Budget Year 2023

F. Approval of the 2023 Budget Message

G. Approval of Resolution 2022-12-05, Setting Closures for Holiday and Staff Development for the Calendar Year 2023

H. Renewal of Lease Purchase Agreement for UMB Bank

I. Approval of the MOU between Grand County Public Health, Grand County Library District, and Mountain Family Center

*Motion to consider and approve action items A-I through the use of one cumulative motion and vote of Trustees.*

Marcus Davis motion, Alan Walker 2nd
All approve

*Motion to approve all Action items A-I as presented.*

Marcus Davis motion, Jeremy Krones 2nd
All approve

VIII. Executive Session

*Motion to move to Executive Session at 7:05 p.m. for 24-6-402(4) (f) C.R.S. Personnel matter regarding review and salary of the Executive Director.*

Marcus Davis motion, Alan Walker 2nd
All approve

Trustees and Polly Gallagher will participate in the session.
Start time: 7:05 p.m.
End time: 7:13 p.m.
No action taken

IX. Adjournment

*Motion to adjourn the meeting at 7:15 p.m.*

Janet Thomas motion; Jeremy Krones 2nd
All approve