MINUTES

Trustees: Sally Leclair, Jeremy Krones, Marcus Davis, Darcy Schlichting, Mike Johnson, Alan Walker, Jen Goertz
Staff: Polly Gallagher, Tara Thompson, Chris Newell, Sue Luton
Public: Judy Smith, Gary McGraw, Cindy Schinzel Hald

I. Call to Order and Consideration of Trustee Absences
   Meeting called to order at 5:30 p.m.

II. Amendments to the Agenda
   None at this time

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

IV. Consent Agenda:
   A. October Regular Meeting Board Minutes
   B. October Special Meeting Minutes
   C. Correspondence – 3 items
      a) Sen. Roberts – congratulations on receiving the President’s award for the Senior Lunch & Learn program.
      b) Compliments received from a participant and appreciation was mentioned for KC Rose.
      c) Legislative letter update from Governor’s office. They will be holding a special session regarding property taxes.
   D. September Check Reconciliation
   E. October Budget to Actual and Balance Sheet
      Motion to approve the agenda as presented.
      Jeremy Krones motion; Jen Goertz 2nd
      All approve

V. Reports
   A. Friends of the Grand County Library, Inc.
      Judy Smith reported on annual meeting held October 21, 2023. Next year’s focus will be on building membership. Recognized Skip and Carol Schroer for tremendous book donation with more than 1,000 books donated upon their move away from the county. Holiday book sale Nov. 18 at Granby Library from 10 am. - 1 p.m. Gift-quality books sold at great prices for holiday shopping needs. Selection also includes old and rare collectibles. Volunteers are well-stocked for setting up for the sale.
B. Grand County Library Foundation
Darcy Schlichting reported the Foundation is gearing up for CO Gives Day on Tuesday, December 5. Radio promos on KFFR and Sky Hi News advertisement will help promote. CD has matured and has been reinvested. Edward Jones investment advisor will join them on Dec. 4 to go over. Additionally, two donations occurred in October, $100 and a $10,000 bequest.

C. Public Comment
Opened at 5:36 p.m. Closed at 5:40
Gary McGraw spoke about his interest in the upcoming board vacancy. He asked questions to the board regarding the mission, strategic plan, and work from the Welcoming Environment committee. Additionally, questions were asked regarding the board voting process.

D. Public Hearing for the Proposed 2023 Supplemental Budget
Opened at 5:40 p.m. Closed at 5:41 p.m.
No comments have been received from the public.

E. Public Hearing for the Proposed 2024 Budget
Opened at 5:41 p.m. Closed at 5:42 p.m.
No comments have been received from the public.

F. Public Hearing for Exceeding the Spending Cap in the Proposed 2024 Budget
Opened at 5:43 p.m. Closed to 5:44 p.m.
No comments have been received from the public.

VI. Information Items
A. Review by Executive Director of October GCLD Department Highlights & Statistics
Polly Gallagher reported that Jeremy Krones reappointment to the GCLD Board of Trustees was approved with enthusiasm as well as the reassignment of seats to occur January 1, 2024.

GCLD, GC Public Health, and Mountain Family Center were honored at CALCON for receipt of the CAL President’s Award. Additionally, GCLD was recognized in Sky-Hi Best of Grand as finalist for best workplace with 20+ employees, and Granby Library for best place for children’s birthday party as well as indoor activity. Programs had huge community support in October with the Solar Eclipse parties having more than 400 participants and over 600 attendees at the TAG Haunted House. The Granby mayor stopped in to say thanks to library and teens.

On the national level, a federal definition for special district will be put before law makers in the coming months.

Demmons Studios has been selected as the design team for Kremmling Library. They will create a program plan/facility master plan.

Workforce Planning committee is considering current capacity staff and building towards improving our Spanish language services as well as digital resources.

Actions as a result of the Welcoming Environment committee were shared including automatic doors through the District including bathrooms, adjustable height computer tables, and wayfaring signs.

Finally, continued increases in our recorded statistics were shared in relation to off-site programs. A correlation between meeting people where they are has not shown a decrease in library use but instead an increase. Something to consider as we continue to review programs/services.

B. Meeting Calendar
   a) Evaluations
      Board Self-Evaluation
      • Results to be presented at the December meeting by Darcy Schlichting and Mike Johnson; goals to be determined at the January meeting
b) December 12 (Annual Meeting)
   - Officer Slate – Marcus Davis will assist in putting together names
   - Trustee Interviews – Sally Leclaire reports we have several candidates who have expressed interest through the Sky-Hi jobs portal. She is reaching out to each regarding candidate requirements and application process.

C. CALCON 2023
   Trustee Alan Walker and staff attended Colorado Association of Libraries annual conference and shared experiences and take-aways from attending CALCON 23. Gallagher, Newell, and Luton also attended and shared information from sessions on staff benefits, wellness, school/public library relationships, neutrality & social justice, universal design, and advocacy.

D. Fraser Valley Library Fire Line
   Gallagher shared with the board the updated proposal between Frontier Fire and GCLD including inclusion of the installation of the venting system as well as appropriate dates. Still awaiting the Statement of Work Letter from Frontier Fire regarding the per request from the board for work as stated in the Tuesday, October 24 special meeting via Zoom. No date has been set for installation as fabrication of system must occur prior to cover the 7,900 square foot building.

E. Self-Service Library
   Gallagher gave an update on the progress of this option for our libraries and how this will tie into alarm system, software needs, etc. Goal is to increase access in Hot Sulphur Springs and Kremmling libraries. Several options were considered. Increase staff time/open hours is traditional way to approach open hours. In looking at costs for personnel, projected usage, and splitting Kremmling and Hot Sulphur Springs staff sooner, costs led us to look at other options. Lockers were investigated – not recommended by other libraries unless fully inside an enclosed area and good internet connectivity; additional concern from other libraries is amount of staff time to implement. Next option was a self-service library option similar to the Jefferson County library system. As we went through the needs at Kremmling and amount of work to ensure community room remains available for check-out and staff areas are secure, the amount of work required with the potential of a new building within 3 years does not make sense, and instead, increasing staff hours is a potential. Hot Sulphur Springs Library would be a good location to provide Tuesday, Thursday, and Saturday entry through a keyless system. Visibility is at issue for safety and security purposes. An application for access would occur with the requirement that Hot Sulphur Springs Library is the home library of the patron and the patron is in good standing. Additionally, those granted access must be adults. Hot Sulphur has a community of respect and care. The cost of Hot Sulphur Springs Library to have this access including wireless panic button system and cloud-based cameras is $12,015. Match hours to open hours at Kremmling so someone is working during the time it is open and if question, a call can be made to the Kremmling staff who are already on duty. Trustees asked questions and provided feedback about costs, patron surveys, and return on investment moving forward.

F. Proposed 2024 GCLD Board of Trustees Regular Meeting Schedule
   Review of proposed 2024 GCLD Board of Trustees Regular Meeting Schedule that was provided in the Board packet. Schedule will be voted on in December. Feedback regarding possible edits and proposed dates was provided by Trustees.

G. Proposed 2024 Closures for Holidays & Staff Training
   Review of proposed 2024 GCLD closures for Holiday & Staff Training that was provided in the Board packet. Discussion ensued with feedback provided regarding the holidays listed.

H. GCLD Reserves
   Gallagher explained our Reserves policy and funds available. The goal is to make sure we have funds sitting in designated areas to help explain future spending. Thompson reviewed and explained Resolutions regarding Economic Stabilization Fund as well as Kremmling Library Reserve. Finance Committee recommends the reserves with clarification that the amount presented are minimums.
I. Policy Manual Clarification
Gallagher requested Board clarification and guidance regarding 4.6.e Bids, Proposals, and Quotes as well as 3.18 h Solicitation. Regarding the Bid, Proposal, and Quote process, clarification was asked if dealing with individual items or as a project as a whole. This impacts the need to obtain informal or formal quotes and bids. Questions from board were whether process is burdensome or slows ability to progress. It was recommended that Policy Committee review and bring recommendations to the group. It was agreed that if a change in dollar value occurs, then to run options by Finance Committee. Regarding solicitation and the exchange of money on library property, the question regarding what constitutes benefit to the library was discussed regarding items such as book sales on library property. Variances have been granted. There was a question about the necessity of the ED to bring every instance to the Board to request a variance. Policy Committee was asked to review and provide feedback at the next meeting.

J. 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 at 7:28 p.m.
Jermy Krones motion; Mike Johnson 2nd
All approve
Executive session ended at 7:51 p.m.

VIII. Adjournment
Motion to adjourn the meeting at 7:52 p.m.
Marcus Davis motion; Mike Johnson 2nd
All approve