

Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting, January 9, 2024
5:30 PM

Location: Granby Library or Zoom
Meeting ID: 863 4751 3182
Passcode: gMNz7j

MINUTES

Trustees: Jeremy Krones, Darcy Schlichting, Mike Johnson, Alan Walker, Sally Leclair, Jen Goertz, Laura Jones

Staff: Polly Gallagher, Tara Thompson, Chris Newell, Jeanette McQuade

I. Call to Order and Consideration of Trustee Absences

Meeting called to order at 5:30 p.m.

Excused absence – Sally Leclair

Welcome to Laura Jones, new Trustee

II. Amendments to the Agenda

Corrections to the agenda formatting names:

- VI. Information Item L. Action Plan for 2024 (needed L.)
- VII. Action Item C 2024-01-02 Resolution to Set a Mill Levy for 2024 (correct 2023-01-02 to 2024-01-02)
- VII. Action Item D 2024-01-03 Resolution to Appropriate Sums of Money for the Budget Year 2024. (correct 2023-01-03 to 2024-01-03)

III. Approval of the Agenda

Motion to approve the agenda as amended.

Jen Goertz motion; Mike Johnson 2nd

All approve

IV. Consent Agenda:

A. December Regular Meeting Board Minutes

B. Correspondence

Memo from Lyon Gaddis Re: New Year Update

C. November Check Reconciliation

D. December Budget to Actual and Balance Sheet

Motion to approve the agenda as presented.

Alan Walker motion; Darcy Schlichting 2nd

All approve

V. Reports

A. Friends of the Grand County Library, Inc.

No report

B. Grand County Library Foundation

Darcy Schlichting reported. Received additional \$2,200 from an anonymous donor. Bequest of \$2,500. Bequest was directed to Fraser Valley Public Library. Jim Sloan reached out to the donor to have a discussion regarding the direction of funds. Miss Goode donated \$8,700, preferably to Juniper Library; however, she stipulated to use as needed. Colorado Gives – people have expressed concern about not being recognized for contributions. This is being addressed by the GCL Foundation board. Means of giving processes were developed in the past couple of years and shared on the website.

- C. Public Comment
None at this time

VI. Information Items

A. 2024 December Merit Bonus Recipients

Awards are granted bi-annually as recognition for excellence in performance beyond regular position expectations.

Gallagher recognized the employees who received Merit Bonuses. Lucinda Long-Webb is Dineh/Navajo and has shared her knowledge and expertise via programming, art displays, and community outreach. Her efforts have tied in well with what is happening in the community at that end of the county. A variety of staff members were thanked for their work on the Senior Lunch & Learn program – four branch managers, Arthur Dollard, Chris Newell, and Cindy Hald-Schinzal each received a bonus. This program has been replicated throughout Colorado.

B. Meeting Structure

Review of Parliamentary Procedure including discussion and making motions

Krones reviewed Robert's Rules and asked Trustees to be mindful of the materials provided in the Board packet. Highlighted Principles for Discussion Developed by GCLD Board of Trustees May of 2022. Krones will repeat motions prior to moving along so the group is clear on what is being voted on in the motion. There was discussion regarding making and voting on motions regarding following Robert's Rules. Internal policy was mentioned along with the need to possibly update policy to help meetings flow better.

C. Review by Executive Director of December GCLD Department Highlights & Statistics

A review of the past month's strategic plan progress including projects, events, and statistics

Power was out at Hot Sulfur Springs – took two weeks to repair lines. The library was closed as a result. Town Hall allowed us to use their space for Storytime and material pick-up. The library has reopened. The heat went out at Granby Library – the heating system has two boilers, each operating with three pumps. Main and back-up pumps went out. Two were replaced - working through billing, which was covered in emergency funds. Most furnaces are working properly except for the Community Room. Attempting to get everything resolved. Dry line replacement is happening at Fraser Valley. Frontier Fire – billing questions are being resolved. Fabrication began in 2023, but work is being done in 2024. New welcome brochures and online resources brochures are now available. Udemy and Transparent Language are new to GCLD. We are asking all to help promote these new resources. Increases in all stats over the course of 2023 – programs, resources, room use. Please review the board report for additional program and statistics information and details.

D. Meeting Calendar

- a) Review annual calendar and designate trustees for town visits
 - Town of Fraser – February – Polly Gallagher, Darcy Schlichting
 - Town of Winter Park – February – Polly Gallagher, Darcy Schlichting
 - Town of Granby – February – Polly Gallagher, Jeremy Krones, Laura Jones

E. Trustee Goals

Suggested goals based upon the results from the 2023 Trustee Self-Evaluation

Refer to Board packet for goal recommendations. Focus areas include Strategic Framework and the Financial sustainability of Library. Trustees to host two work sessions this coming year – content ideas and topics were suggested and include values, mission, needs assessment, purpose, and advocacy. There was discussion regarding setting measurable goals. Utilizing Key Performance Indicators (KPIs) was recommended. The need for five versus seven Trustees was discussed as it relates to recruiting new members on a regular basis.

F. Trustee Committee Appointments

Designation of Trustees to standing committees Strategic Plan, Finance, and Policy, as well as Kremmling Vision Committee and Grand County Library Foundation

Refer to Board packet for roles and responsibilities of each committee.

- Finance Committee - Chair will be Alan Walker, committee member Mike Johnson.
Considerations include sun-setting mill levy and investments.

- Strategic Plan Committee – Chair will be Sally Leclair, committee member Darcy Schlichting. Considerations will include implementation and oversight, 2025 community needs assessment, and updated framework.
 - Policy Committee – Chair will be Jen Goertz, committee member Jaura Jones. Considerations will include internal financial numbers, comparing GCLD with other library policies for potential updates, and other items that arise.
 - Foundation representatives – Darcy Schlichting, Sally Leclair
 - Kremmling Vision – Sally Leclair, Jen Goertz, possibly Jeremy Krones
 - Term renewals for 2025
 - Alan Walker (District 2) – Grand Lake
 - Sally Leclair (District 1) – Fraser
 - Darcy Schlichting (At-Large) – Winter Park
 - Mike Johnson (At-Large) – Tabernash
- G. Executive Director Goals
Executive director goals presented based upon feedback from executive director review.
Polly Gallagher reported on her goals and results of her conversations and feedback with staff. Her focus for 2024 will include the following:
Communication
Organization
Stakeholder relationships – town, county leaderships; county manager, and commissioners.
- H. Notice of Board of Trustees Agenda
At the first board meeting, the board must by motion, designate the place or places for posting the board's agenda and notice 24 hours in advance of each meeting.
Agenda was approved in December. DOLA requesting our organization make posting location available and communicated to the public with a back-up 24-hour location.
Motion to move to action to designate www.gclld.org/trustees as the official posting place for 24-hour notice of district meetings. In the exigent event of an emergency, the district office public notice board will be the physical location at 225 E. Jasper Ave. in Granby.
Mike Johnson motion; Alan Walker 2nd
All approve
- I. Designation of Authorized Board of Trustee Officers and Treasurer to GCLD Bank Accounts
Per GCLD Board By-Laws and Trustee Policy Manual, 1.5 Article IV – Duties of Officers, designation of authorized officer's signatures for checks or warrants must take place as new Officers were elected at the December 2023 meeting.
Gallagher explained the check signing process. A request was made to replace previous authorized signers since they are no longer officers on the Board.
Motion to move to action to approve the designation of authorized officer's signature for checks or warrants to be Jeremy Krones, Alan Walker, and Darcy Schlichting.
Jen Goertz motion; Darcy Schlichting 2nd
All approve
- J. Director of Facilities Update
Annual update on 2024 Facilities plan
Gallagher gave an update on staffing and project underway. Matt Sutton asked to have facilities updates reviewed with Trustees outlining key plans for capital projects and other needs. Three areas of priority – safety, welcoming environment, and outdoor spaces as add-on space for facilities. Goal is to maximize space with changing community needs. Key projects – family bathroom at Fraser Valley, amphitheater at Fraser Valley to include varying seat heights, sensory garden at Granby, cloud-based security, district furniture plan, dry lines at Fraser Valley, furnace and heating at Ganby, log blasting and fascia replacement at Juniper. A variety of improvement projects are also scheduled.
- K. Policy Recommendations
Policy Committee recommendations regarding 3.15 and 4.6e
3.15 Added permission for Executive Director to allow sale of items in a Library Program.
4.6e Alternate to project estimate, bid, or contracts
Reconsidering two policies based on Trustee feedback, Gallagher provided an explanation about the changes recommended. Alan Walker provided a summary of the discussion in Finance Committee regarding purchasing minimums. Recommendation was made to move the discussion of 4.6e to Policy Committee for discussion of GCLD minimums for procedures.

Motion to move to action the approval of the edit to Policy 3.15 added permission for Executive Director to allow the sale of items in a Library Program.

Alan Walker motion; Darcy Schlichting 2nd

All approve

L. Action Plan for the 2024 Year

Steps to occur in 2024 towards fulfillment of strategic framework

Gallagher gave a summary of what is planned for 2024 regarding goals to support the Strategic Plan.

The framework was summarized. Initiatives - five areas for sustaining programming and services – early literacy, connecting community, marketing, teens, and professional development. Others will see an increase in programming and services provided – civic engagement, open hours, digital access, diversifying staff, and older adults.

VII. Action Items

A. 2024-01-01 Resolution to Adopt Budget

Motion to approve Resolution 2024-01-01 to adopt the 2024 Budget as presented.

Jen Goertz motion; Alan Walker 2nd

All approve

B. Approval of the 2024 Budget Message

Motion to approve the 2024 Budget Message to the public as presented.

Darcy Schlichting motion; Mike Johnson 2nd

All approve

C. 2024-01-02 Resolution to Set a Mill Levy for 2024

Motion to approve Resolution 2024-01-02 to set Mill Levy of 3.41 for the 2024 year as amended.

Alan Walker motion; Mike Johnson 2nd

All approve

D. 2024-01-03 Resolution to Appropriate Sums of Money for the Budget Year 2024

Motion to approve Resolution 2024-01-03 to appropriate sums of money for the budget year 2024 as amended.

Alan Walker motion; Jen Goertz 2nd

All approve

E. Notice of designation - place or places for posting the board's agenda and notice 24 hours in advance of each meeting.

Motion to designate www.gclld.org/trustees as the official posting place for 24-hour notice of district meetings. In the exigent event of an emergency, the district office public notice board will be the physical location at 225 E. Jasper Ave., Granby.

Darcy Schlichting motion; Laura Jones 2nd

All approve

F. Designation of Authorized Board of Trustee Officers and Treasurer to GCLD Bank Accounts

Motion to approve the designation of authorized officer's signature for checks or warrants to be Jeremy Krones, Alan Walker, and Darcy Schlichting.

Mike Johnson motion; Alan Walker 2nd

All approve

G. Policy Recommendations

Motion to move to action the approval of the edit to Policy 3.15, added permission for Executive Director to allow sale of items in a Library Program.

Alan Walker motion; Darcy Schlichting 2nd

All approve

VIII. Adjournment

Motion to adjourn the meeting at 6:56 p.m.

Mike Johnson motion; Jen Goertz 2nd

All approve