

Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES

Regular Meeting, September 17, 2024

5:30 PM

Location: Granby Library or Zoom

Meeting ID: 863 4751 3182

Passcode: gMNz7j

MINUTES

Trustees: Jeremy Krones, Alan Walker, Mike Johnson, Jen Goertz, Laura Jones

Staff: Polly Gallagher, Tara Thompson, Chris Newell, Michelle Grant

Friends: Judy Smith

Absent: Sally Leclair, Darcy Schlichting

Public: Kaydee Jensen

- I. Call to Order and Consideration of Trustee Absences
Meeting called to order at 5:30 p.m. by Jeremy Krones. Consideration of absences for Sally Leclair and Darcy Schlichting – approved.
- II. Amendments to the Agenda
Request to amend the agenda with Business Item J. Financial Policy Clarification
- III. Approval of the Agenda
Motion to approve the agenda as amended.
Mike Johnson motion; Laura Jones 2nd
All approve
- IV. In memory of Annie Douden and Jim Sloan
We have recently lost two members of our library community. Polly Gallagher spoke and shared information about Jim Sloan who served on GCLD's Foundation and Board of Trustees. Service information was shared with the group. Jeremy shared a story about Jim's service. Annie was on the Foundation board and an active member of the Grand community. Her private memorial service information was also shared. Cards have been sent to the families on behalf of Grand County Library District.
- V. Consent Agenda:
 - A. August Regular Meeting Board Minutes
 - B. Correspondence
 - C. August Bank Reconciliation
 - D. August Budget to Actuals and Balance Sheet
Correction to the August Minutes - missing an 'n' on Urban. There has been correspondence from the Town of Winter Park regarding the seat on the Winter Park Urban Renewal Authority (WPURA) committee. WPURA has received GCLD's recommendation and will provide continued communication of the committee's work.
Motion to approve the consent agenda as amended.
Alan Walker motion; Mike Johnson 2nd
All approve
- VI. Reports
 - A. Friends of the Grand County Library, Inc.

The annual meeting will be held Saturday, October 19, at 10 a.m. at Granby Library. Recap of the past year will be shared, and goals and objectives will be discussed moving forward. Update from the TOPS fundraiser – overall revenue of \$21,000 raised thanks to very supportive attendees. Friends will provide \$26,150 to the district to fulfill funding requests for 2025 – Summer Reading Program and teen activities and programming. Judy shared that \$70,600 has been made available to the district over the past three years. She thanked Granby staff for assisting with the huge number of book donations that have been processed through the library and recognized that the Granby staff works very hard to support the efforts of the Friends.

B. Grand County Library Foundation

Gallagher reported. The Foundation received \$2,700 in donations in the past month. Preparations will begin for Colorado Gives and for support of the upcoming capital project plan. Membership and directorship will need to be discussed. Other Foundation items will be addressed on tonight's agenda.

C. Public Comment

Tara Thompson provided comment on agenda Item I, stating she is Safety Director for the district and serves on the Safety Committee. I have not been involved in any of the meetings and/or discussion regarding the topic of Item I, Cloud Based Security System. GCLD does not currently have a policy or philosophy regarding safety and security.

VII. Business Items

A. Granby Library Update

Michelle Grant shared information about new and unique programs being offered at the library. They held their first Silent Book Club, which is a monthly program designed to engage like-minded people who like to read to come read in silence. People are welcome to share what they are reading, then they can read to themselves in a quiet, peaceful setting. Music & Movement was launched today for children birth to PreK. There were nineteen attendees for the first program; there were new faces we have not seen at Storytime. There were some new families from Winter Park and Fraser as well. School has started and there is a new elementary school up on the hill. A parent expressed a request for Music & Movement to begin earlier to accommodate pick-up times/lines. Pick-up is a bit of a nightmare as Middle School is on the same bus route. Polly and local parents have reached out to the school district regarding a bus stop at the library. This will happen at 4:32 p.m. daily at the library. The outdoor patio is new, and Michelle gave Trustees a tour to see the updates. Tara Thompson will be presenting a program on Death & Dying for Dummies – advanced care planning, with Tawnya Bailey, Grand County Coroner.

B. Review by Executive Director of August GCLD Department Highlights & Statistics

GCLD is off trend. We experienced highest circulation of resources in August than in past five years (combined physical and digital). Numbers in

packet are 2,000 below actual – more have come in after entered in report. We had the highest number of new cardholders in August – 253 cards have been added. New ‘Silent’ programs are happening around the district – Silent Free Writing (Fraser Valley) and Silent Book Club (Granby). Fraser Valley amphitheater – multiple height seating has been added to accommodate people of all ages. Property tax initiatives – HB24B-1001 passed causing initiatives 50 & 108 have been withdrawn. Sharon Morris is retiring from the Colorado State Library. A Kremmling Library project update was provided regarding land acquisition. It was acknowledged that a contingency plan would be a good idea. The Kremmling Library Program Plan is complete and final payment has been made – all costs have been incurred. Next step is land acquisition. There was discussion regarding the development of a plan moving forward. There was a request for a Capital Projects presentation prior to budget development so we can plan accordingly, separate from the Finance Committee. This request was discussed, and it was decided that it would be redundant to have Matt Sutton provide a separate presentation outside of what will be presented at the October meeting. Matt will be asked to attend the Finance Committee meeting to provide information to the group.

C. Calendar

a) October 15 meeting

- Preliminary budget for public review

b) November 19 meeting

- Trustee recommendations to BOCC
Sally and Mike intend not to renew.
Darcy has submitted letter for renewal.
Alan is interested in renewal and will submit letter.
- Executive Director Review

c) December 10 meeting

- Annual Meeting
- Budget approval
- Trustee Board Evaluation presented with proposed goals

D. Special Committees

The reappointment committee goes through the Trustee handbook to review the process. The same committee compiles results and makes a recommendation to the Board. The appointment committee works on recruiting new members per policy guidelines. Sally is District 1 representative; Mike is at-large member. Applications go through the Board President, get circulated, and applicants go through the interview process. Because we are a Special District, we have our own process for appointing new Trustees. The process will begin as soon as possible so we are ready to hold interviews in October or November. Executive Director review is conducted via survey to Trustees and GCLD staff members. The Board Evaluation process is also a survey that will be sent out soon. Committee members for each of the processes will be

announced at the October meeting.

- E. Grand County Library Foundation
Bylaws for the Foundation as well as the MOU can be found on the SharePoint site. The two remaining members have discussed what they would like to do for the budget. Currently, Sally and Darcy are GCLD Board representatives. Sally will be stepping down from GCLD's Board of Trustees, so we will need to appoint a new representative by majority vote. The Foundation currently needs three directors. Skill sets have been identified – investment strategist and a writer with persuasive writing skills. Trustees were asked to help spread the word. It will be up to the Board to identify and appoint new directors for the Foundation.
- F. Community Needs Assessment 2025 Update
Gallagher gave a summary of the process and how the needs assessment will drive the next Strategic Plan, which will be based on community need, not library need. She highlighted what was done prior and how much has been achieved over the past four years as GCLD continues to work through the current plan. The community is responding to services and programs implemented over the past few years. The committee will meet in October to put together the survey, using the old one as a baseline, to help determine where we have had success and the direction we want to go in the future. We are hoping for over 400 respondents to the upcoming survey. English and Spanish versions will be provided, and the survey will be conducted electronically. There will also be three focus groups, offered in two languages, to help flesh out any questions we have pertaining to the survey. Finally, stakeholder interviews will take place. Staff will conduct interviews throughout the county. Data will be compiled, and we will determine if the results will be reviewed in-house or via contract services. Outsourcing will cost GCLD; however, we hope to gain fresh, clear, and non-biased views of the responses. If we evaluate the data ourselves, however, will there be more ownership? Overall goal – have a draft report ready for April 2025 that will guide the Strategic Plan for 2026-28. Trends change quickly, so we are looking at a plan that will encompass 3-5 years of dedicated work.
- G. Colorado Association of Libraries Conference
Gallagher provided a summary of the highlights collected from those who attended this year's conference. Many attended sessions about program planning, utilization of library space, evaluation of programs, and community needs assessment interviews. Krones read Darcy Schlichting's comments – she really liked the AI session she attended, which was presented by Gallagher. Gallagher conducted a fortune cookie activity where we were instructed to add the words “in the library” to the end of each fortune. This activity was done to show the advocacy and impact libraries can have for the community. The Trustee track was appreciated by those who attended. Exciting to see the diversity in the room; thank you for sending us to learn!
- H. Property Tax Special Session Update
Gallagher attended SDA conference sessions regarding these topics.

Panels provided information about the key takeaways. The State Property Tax Commission will continue to make recommendations through July 2025, to look for permanent solutions. The same assessment value structure will be used as for 2024, so there will be no change to next year's revenue. Assessors are uncertain whether the software will exist in 2025 until the last quarter of the year to calculate the exemptions and variations. Residence Assessment Rate will vary based on state-wide growth rates. Fire Chief Brad White who serves on the State Property Tax Commission acknowledged the need for future district elections.

I. Cloud Based Security System

Gallagher gave an update on the process of replacing the security software needed at Granby Library. Local police and sheriff departments are very familiar with the cloud-based security system being researched. Matt Sutton, Anthony Leyba, and Gallagher have been meeting regarding the needs of the district and how this software could meet needs at all locations. GCLD would own the data. We have locations where cameras are currently down, affecting the line of sight for staff in those locations – Fraser Valley, Granby, and Kremmling. There is no security system currently in place in Hot Sulphur Springs. Situations, unique scenarios, staffing, programming, and library space needs have all been considered when researching a system that is flexible and will accommodate needs in all locations. There are quotes/bids that have been obtained by a couple of different companies; see board packet for new additions. Gallagher reviewed and summarized the budget figures that would be needed to complete these projects. Kremmling - this is an easy system to move around, take with us to the new facility, or sell to the town. It is approximately \$10,000 more than budgeted for 2024. Gallagher summarized areas of the budget where money has not been spent and is available to cover these expenses. Considerations include safety of staff, legal requirements, and reasonable costs. Staff preferences have been communicated, taking staff safety into consideration – lighting, line of sight, and expanded camera systems. Subscription costs would also be incurred for each of the cameras. Next steps – Safety Committee to meet to review bids and discuss options, cameras (yay or nay), and the Hot Sulphur Springs self-service hours project. Questions were asked, and there was discussion. Additional information will be available in October.

J. Financial Policy Clarification

There are two facilities projects that Gallagher requires some guidance and clarifications regarding the finance policy. Granby Library plant beds and sensory garden – remaining work to be done on this grant funded project is now \$29,200, which is over the \$20,000 policy amount spelled out in the rules of expenditure approvals. We didn't plan for the retaining wall, so it bumped the budget over anticipated expenditures. The retaining wall is an opportunity for improvement to the project plan, which puts the project over the threshold. Questions were asked, and there was discussion regarding the policy and how to compensate for these instances. Gallagher will attempt to solicit additional bids/quotes for the

retaining wall. HVAC control system needs updating. To have a full system review and overhaul, an investigation needs to take place which has a cost. Project goal is to have fully functioning heating/cooling system at Granby Library. The current bid includes 32 hours to evaluate existing system controls, programming, field devices, control wiring, and equipment. The first part of this project is \$9,000. Questions were asked, and there was discussion regarding implementation of the policy guiding project expenditures and solicitation of bids. Consensus – this is a large project; solicit multiple quotes via an RFP process to stay in line with the current policy. Variety of projects will be coming forward that may require multi-year work. More of these scenarios may arise.

VII Action Items

None at this time

VIII Adjournment

Motion to adjourn the meeting at 7:59 p.m.

Mike Johnson motion; Alan Walker 2nd

All approve