

## Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting, March 16, 2021  
5:30 PM

Location: WebEx Meeting Link  
Meeting Number (Access code): 126 191 3031  
Meeting Password: 4NxNWQHAN28 (46969742 from phones)

Trustees: Sally Leclair, Marcus Davis, Darcy Schlichting, Bambi Statz, Jeremy Krones, Janet Thomas  
Absent: Jim Sloan  
Staff: Polly Gallagher, Tara Thompson, Chris Newell, Michelle Grant  
Public: NA

### Minutes

- I. Call to Order and Consideration of Trustee Absences  
5:30 p.m.  
Jim Sloan absent.
- II. Resolution: Due to the *Grand County Public Health Order* strongly advising residents stay at home due to COVID-19 per the Grand County Public Health Standing Public Health Order issued June 26, 2020, Grand County Library District Board of Trustees meeting will be completed by teleconference or video conference. Trustees and the executive director may participate in such meetings which allows all persons to hear each other simultaneously. Such participation constitutes presence in person at the meeting for all purposes, including determination of a quorum and voting. Discussion of official GCLD business is not allowed on email accounts among three (3) or more Trustees.
- III. Amendments to the Agenda  
Add information item F for a designated donation from the Friends.  
*Motion to accept the amendment to the agenda.*  
Bambi Statz motion; Jeremy Krones 2<sup>nd</sup>  
All approve
- IV. Approval of the Agenda  
*Motion to approve the March 16 Board of Trustees Agenda as amended.*  
Marcus Davis motion; Janet Thomas 2<sup>nd</sup>  
All approve
- V. Consent Agenda:
  - A. February Regular Meeting Board Minutes
  - B. Correspondence - none at this time
  - C. February Bank Reconciliation (UBB new)
  - D. February Budget to Actual and Balance Sheet  
*Motion to approve the consent agenda as presented.*  
Darcy Schlichting motion; Bambi Statz 2<sup>nd</sup>  
All approve
- VI. Reports
  - A. Friends of the Grand County Library, Inc.  
No updates at this time. They will have someone at our April meeting.
  - B. Grand County Library Foundation  
Sally Leclair reported that the group met a few weeks ago to plan the upcoming author

event to be held at the Granby Library. They are happy to have the support of GCLD for this event. Nothing else new to report.

C. Public Comment

Open: 5:37

Close: 5:37

None at this time

VII. Information Items

Review of "Basic Principles of Parliamentary Procedures from United for Libraries refreshing trustees on proper procedures for discussion, motions, and voting by Sally Leclair.

- A. Review by Executive Director of February GCLD Department Highlights & Statistics  
Gallagher shared information about the Colorado Public Library Annual Report. She shared statistics that were reported to the state for GCLD, noting decreases in some areas due to COVID-19 and the inability to conduct in-person programming and other patron services. Statistics for the following categories were communicated: library patron cardholders, hours & service, annual programs offered & attendance, technology & computer usage, meeting room use, and collection and circulation. These statistics are being used to make programming decisions at our five branches.

All Staff Training day was held March 16 – GCLD staff members learned about becoming knowledgeable in mental health first aid. Polly thanked the board for this opportunity to meet together as a district staff to learn valuable information about how to provide valuable assistance and resources to those who may be experiencing mental health issues and challenges.

Polly summarized and highlighted information provided in the board report about events happening in branches around the district.

B. Meeting Calendar

a) Town Meetings

- Town of Fraser: March 17 at 7 p.m. Sally Leclair will attend.
- Town of Hot Sulphur Springs: April 15 at 6:30 p.m. Marcus Davis will attend.
- Town of Kremmling: April 21 at 6 p.m. Jim Sloan will attend.
- Town of Grand Lake: \*2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month; TBD; Janet Thomas will attend. Jeremy Krones is available as a back-up.
- Commissioners – April 27<sup>th</sup> Annual BOCC meeting; Sally Leclair and Janet Thomas will be available.

b) Meeting Rotation

- May 18 at Juniper Library – indoor or outdoor depending on weather. The county has been heading to yellow and green COVID status. Group prefers to be outside for this meeting if possible.

C. United for Libraries Pilot Program

*Topic: Policy Best Practice Tips – content shared by Janet Thomas*

Janet reported on a seminar regarding stepping up focus on diversity in libraries. As we discuss the By-Laws, we may keep in mind developing a diversity statement regarding applicants for the Trustee position. There is also a trend to keep Native American languages protected. The webinar focused on diverse populations and library usage. As the board reviews policies and By-Laws, Janet recommended adding this item to policy committee review so we are proactive versus reactive as demographics change throughout the country.

D. GCLD By-Laws & Trustee Manual

Trustees reviewed GCLD By-Laws for recommendations for areas to add, discuss, remove, or update. Areas for Policy Committee to review with June goal date included conflict of interest, diversity & inclusion statement, term rotation, concealed carry, open

meeting specification, public comment, and designated duties statement for executive director. Sally Leclair and Janet Thomas will review Trustee Manual that identifies trustee resources which need updating.

Area of review for April meeting if GCLD Policy Manual, Sections 1-3.

E. Strategic Plan Initiatives & Statistics

*Initiative for Community Building & calendar of presentation*

Gallagher shared a PowerPoint outlining what was shared with staff during training on March 16. The Strategic Framework was used as a guide to help focus work in the areas of Diverse Collections & Services, Access, and Community Resource. The goal is to expand the wonderful child services we provide to include programs for Teens and Adults. Professional Development Series teams are continuing their work to produce training modules for staff members in the areas of Supervision, Librarianship, and Technology. Community Building initiatives include programs provided outside the library as well as those inside the library. We are conducting research on how to expand open hours. Civic Engagement initiative will depend on branch input during a meeting scheduled for April. A marketing plan is being developed to incorporate the planning year, development year, and implementation year for each initiative. For the Connecting Community initiative, the goal is to capitalize on relationships with community partners to connect people to the library.

F. Friends of the Library Donation

Request the acceptance of a \$3,500 donation from Friends for the designated purchase of \$3500 Launchpads. Requested by Library Resources, these tablets are pre-loaded with specific apps to support pre-literacy and early elementary skills.

*Motion to move to an Action Item the acceptance of a \$3500 donation from the Friends for the specific purchase of Launch Pads.*

Marcus Davis motion; Darcy Schlichting 2<sup>nd</sup>

All approve

VII Action Items

A. Friends donation of \$3500

*Motion to accept the \$3500 donation from the Friends to be used for the purchase of Launch Pads.*

Marcus Davis motion; Janet Thomas 2<sup>nd</sup>

All approve

VIII . Adjournment

Motion to adjourn at 7:15 p.m.

Bambi Statz motion; Jeremy Krones 2<sup>nd</sup>

All approve