

Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting, February 20, 2024
5:30 PM

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

Minutes

Attendees:

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

Staff: Polly Gallagher, Tara Thompson, Sue Luton

Public: None

- I. Call to Order and Consideration of Trustee Absences
5:30 p.m. meeting called to order; all present.
- II. Amendments to the Agenda
None at this time.
- III. Approval of the Agenda
Motion to approve February 20, 2024 agenda as presented.
Sally Leclair motion; Mike Johnson 2nd.
All approved.
- IV. Consent Agenda:
Pull out items C and D for discussion
 - A. January Regular Meeting Board Minutes
 - B. Correspondence – None at this time
Motion to approve consent agenda items A & B.
Darcy Schlichting motion; Jen Goertz 2nd.
All approved.
 - C. December Check Reconciliation and January Check Reconciliation
 - D. January Budget to Actual and Balance Sheet
Clarification provided by Tara Thompson, director of Finance. Check reconciliation is current with third party review. Regarding the balance sheet, the negative balance of Economic Stabilization Fund is due to moving the funds of \$4.5 million on the balance sheet to Kremmling Library Building Fund.
Motion to approve items C and D separated out from initial Consent Agenda.
Jen Goertz motion; Alan Walker 2nd.
All approved.
- V. Reports
 - A. Friends of the Grand County Library, Inc.
None at this time

- B. Grand County Library Foundation
Darcy Schlichting presented the report. \$3254.46 deposited into GCLF account in January from donations. Investment strategy continues to be conservative with funds transferred from UBB operation account to Edward Jones as CDs.
- C. Public Comment
None at this time.

VI. Business Items

A. Review by Executive Director of January GCLD Department Highlights & Statistics GCLD

- Annual record review and storage
 - Impact will be on library cardholders as we've reduced the length of time we keep expired library cards active to 3 years.
- New 2024 budget implemented
- Dynamic Shelving project at Fraser Valley Library
- Tween/Teen engagement through Teen Advisory Group and proposed East Grand Middle School Library Club

Capital Projects

- Technology Order prepared for the District Office replacement cycle
- Work in progress for Fraser Valley Library Dry Line
- Planning out timing and options for obtaining bids

Greater Library World

- Property Tax Commission is currently holding town hall meetings to gather feedback from property owners, business owners, special districts, and other interested parties
- Legislation to Follow: SB24-49 Content Materials in Libraries and HB24-168 Equal Access to Public Meetings
- CALCON will have a trustee track

Ideas to Promote

- March 15 Conversation with Author Shelley Read, *Go As a River*
- One Grand Books happening throughout the county with a variety of related programs hosted by a variety of local education and cultural organizations

B. Meeting Calendar

- a) Town of Granby, February 27 (Jeremy and Laura)
- b) Town of Winter Park, February 20 (Darcy)
Presentation occurred in the afternoon and was well received by the town council
- c) Town of Fraser, February 21 (Sally)

C. Trustee Goals

Four goals:

- a) GCLD Board of Trustees will promote the strategic framework through support of the implementation and monitoring the progress of initiatives as demonstrated by all trustees scoring a 4 or 5 rating on the annual Trustee Self-Evaluation.
- b) GCLD Board of Trustees will assure the sustainability of the library by ensuring the strategic framework is financially supported within district means for the next 3-7 years as demonstrated by all trustees scoring a 4 or 5 rating on the annual Trustee Self-Evaluation.
- c) The board has planned and led the orientation process for new board members and takes responsibility for recruiting new board members as demonstrated by all trustees scoring a 4 or 5 rating on the annual Trustee Self-Evaluation.
- d) There is clear understanding of where the board's role ends and the executive director's begins as well as direction provided as demonstrated by all trustees scoring a 4 or 5 rating on the annual Trustee Self-Evaluation).

Incorporated data points of current scores related to Trustee self-evaluation per past month's discussion. Determination of two workshops to take place at the start of GCLD Board of Trustees meeting. One to discuss new board members, the second to discuss separation of board and executive director roles.

D. New ADA Compliant Website

Gallagher shared Lyons Gaddis (lawyer on retainer) update on HB21-1110 Web Accessibility. When considering the new website design, four areas were identified to be addressed: accessibility compliance, minimize data usage as most people access site from mobile devices, search website feature, and modernize the look. IT Manager Anthony Leyba presented the new website currently in development. He highlighted the need for a new website to apply physical accessibility to digital world accessibility providing the example of screen reader technology for those with vision issues. Additionally, an update to new edition of our web platform was available. Office of Information Technology identified four areas to address in the web accessibility: perceivable, operable, understandable, and robust (manage the needs of the user and can keep up with the future). Primary changes were made to ensure the use of plain language. The importance of rendering on a mobile device and locating what comes first were also important considerations. Ensuring searchable content on website allows for the expansion of library services solely from books and catalog needs. The new site is built from the ground up with functionality and accessibility in mind. Question from Laura regarding older technology and how much testing is done. Anthony responded that the goal is to have the site as adaptable as reasonable to as many devices as possible. Deployment will occur within a month.

E. Technology Update on 2024 Technology Plan

Anthony provided an update and clarification of projects happening in IT.

- Replacement cycle at district office.
- Ergonomic equipment
- VR equipment replacement
- Projector replacement (Juniper/Granby)
- A/V Meeting Equipment GR meeting room
- Hardware token authentication
- Security system replacements
- Consideration of AI Tools, DVD Players, and mobile PA System

Discussion took place regarding computers pulled from service. GCLD does have a policy in place for disposal and the need for board approval with the sale of any retired computer.

F. Policy Committee Recommendations

Jen presented the recommended updates to 3.13 Donations Policy and 4.5/4.6 Authorized Investments and Transactions and Purchase Policy. Through suggestions from committee work, the recommendation is to provide simplified policy that focuses on the board acting in stewardship and the executive director dealing directly with operations. The recommended policies and moved acceptance back to operations model and 4.5/4.6. Additional policy manual cleanup included the removal of backdating materials when returned while library is closed, inclusionary pronoun usage, and grammar/spelling corrections that did not alter policy.

Motion to approve the proposed changes to the policy manual as presented.

Alan Walker motion; Sally Leclair 2nd.

All approved.

G. Donation Request

Not necessary due to new Donation Policy (3.13)

H. Investment Review

Finance Policy recommendation on GCLD investments were presented by Tara. We have 3 Certificates of Deposit at Citywide Bank totaling \$513,000. Two have matured, a third matures in 2027. Best rate on offer to renew is 2.75% for an 18-month cd. Majority of funds are in ColoTrust and is very reactive to federal interest rate. Plan is to pull funds from third certificate and open a CD at UBB. UBB is willing to match rates on new money at best rate located - 4.86% 2-year certificate. After one year can withdraw or add funds with this type of certificate. Two prong approach: money coming out of Citywide into CD and potentially take \$1 million out of ColoTrust (Liquidity).

Finance Committee recommends.

Motion to deposit the funds from CityWide bank to UBB certificate at 4.86%

Alan Walker motion; Darcy Schlichting 2nd.

All approve.

I. Kremmling Library Vision Committee

Polly provided update on the past month's meeting to develop a Building Program Plan. Currently, looking at right sizing as initially committee dreamed and now is considering reality and needs. Most likely will have a building roughly the same size as Fraser Valley Library and will consider how to add on to additional structure as need grows. Discussion regarding needs and wants took place with emphasis focused on ensuring facility is financially sustainable with not just building but staffing, resources, utilities, etc.

VII. Executive Session

Motion to move into Executive Session per CRS 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest with Tara Thompson invited to participate.

Sally Leclair motion; Jen Goertz 2nd.

All approved.

Executive Session started: 7:10 pm

Executive Session adjourned: 7:43 p.m.

No action taken

VII . Action Items

None

VIII .Adjournment

Motion to adjourn meeting at 7:43 p.m.

Sally Leclair motion; Laura Jones 2nd.

All approved.