

GRAND COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
Tuesday, November 15, 2011 5:30 PM
ADMINISTRATION OFFICE
225 E. Jasper Avenue, Granby, CO 80446

Trustees present: Roxane White, Jill Miles, Dede Fay, Rosemary Knerr, John Kacik, and Kim Jensen

Staff present: Shelly Kilgas, Mary Anne Wilcox, Julie Horn, Jeanette McQuade, Pat Berger, Kathy Mikol, Matt Sutton, Stephanie Ralph, Joy McCoy, Sue Luton, Lauren Bruchez, Michelle Gardner

Public present: Marla Gall

5:30 PM Call to Order by Board President John Kacik

- I. Amendments to and Approval of the Agenda
Wilcox said to add Information Items F and G Holiday and Board schedules.
Request to move the credit card to Action Item C.
White made a motion to approve the amended agenda, Knerr seconded the motion and all said "aye" to approve.
- II. Board Minutes, Correspondence and Public Comment
 - White had one correction III B number 2, the second bullet, "use (there changed to their) own devices."
Miles made a motion to approve the amended minutes, Fay seconded the motion and all said "aye" to approve.
 - Correspondence- a thank you from Maura McKnight
 - Public comment- Marla Gall brought a check from the Friends.
Wilcox read a list of the different fundraisers for this past year and how much was raised.
- III. Reports
 - A. Executive Director-Question from Jensen about the Kid's Count presentation- asking if the library's role is changing. Wilcox said it doesn't change our role, but it gives us information about some of the children in our county. The programs our libraries offer are very important, and McCoy has been teaching staff how to handle behavioral issues. White said the library is a place for kids to hang out.
 - B. District Departments
 1. Finance – nothing to add to the report. Jensen asked if the annual budget is based on the expenditures before the reductions were made. All the reductions were planned for in the

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2011 budget. She asked what other reductions are being made, Berger named some savings we've had this year.

2. Technology- Kilgas wanted to emphasize how vital the R&D line item is to the district. Right now the money is mostly being spent on gadgets, such as the Kindle Fire. Wireless usage was up this month. Kacik asked if we can tell if it is from people using mobile devices. Kilgas said no. Kacik said he had used the Boopsie app. Kilgas talked about the different searching methods between the website, the OPAC, OverDrive, etc. There was discussion of how complicated it is and the problem of losing people who don't want to use more than a click or two. Wilcox said we are trying our best to keep up with it. White had a couple of sign ideas: signs about our Boopsie app and signs at the book drop about the app and about e-books. We haven't marketed Boopsie or the OverDrive Advantage collection yet because we aren't happy with how it's working yet. Email any suggestions to Kilgas.
3. Public Services/Youth Services- Ralph had nothing to add. McCoy had nothing to add. There was a comment that it was good to have the scary story contest winners in the newspaper.
4. Library Resources- The bad news is that Advantage isn't easy to use. The good news is that people are finding it. We have 71 Advantage titles and 70 are checked out and the hold queues are down. Mikol has gone to 3 branches to train staff in the new Weeding as Inventory process. It is going well. Jensen asked about finding items missing when doing inventory. Mikol said we don't find that a lot of items are missing.
5. Facilities- Sutton had nothing to add. White asked about the Granby HVAC. He said the deadline was today, but he hasn't heard anything. He said we may have to try to get a different second bid.

C. Branch Managers

1. Kremmling- nothing to add. Sutton said that the insulation goes in next week.
2. Hot Sulphur Springs- Horn said she has pie boxes. The LCD screen is up and running and is great.
3. Juniper- Luton said the school bus stop is at library so they are seeing more kids and the After School program is very popular. For the Friday Wii program they have had at least 12 attend.
4. Granby- Heidi McNinch is the new Library Services Specialist; she works 28 hours per week.
5. Fraser Valley- some tickets for the progressive dinner are still available. It is Wednesday December 7.

Rosemary commented on the story hour and After School program kit presentations at the Friends of the Library annual meeting.

IV. Ideas for future action

A. Retirement Gift For Trustee Bond- suggestions: Kindle Fire, plaque, something to reflect the change to retirement , such as a lounge chair or a gift certificate for e-books

It was decided to get both the plaque and the Kindle Fire.

B. Reports to the Board- new reports format for the past year, what do you think?

- Knerr said she likes the way it is. Miles said staff is sitting here at the meeting and it is not necessary, is it the best use of staff time? Fay said maybe have a cycle to have certain staff at different meetings, not everybody at every meeting. White said one value for staff attendance from her experience as a teacher is that it builds trust. Wilcox said meetings are important for staff because it gives insights and understanding, etc. White said she likes to see the written reports and have time to digest them ahead of the meeting, but she also likes the verbal reports at the meeting. Knerr said she likes the connection of seeing staff at the meetings.
- Staff thoughts: McQuade said she thinks it's valuable to go to the other branches in the summer and she said they get a valuable perspective by going to the meetings. Bruchez said she thinks it's important to come to the meetings. Sutton said it's a benefit for him to come. Luton said she agrees it's good to come, Ralph said the same. Horn said she loves going to the branches in the summer, in the winter she said she might prefer attending every other month. Mikol said she thought a rotating schedule would be good, she said for the branches to find coverage can be a challenge. Ralph said with all of the changes and decisions it is valuable to be here to understand where it's coming from.
- Kacik suggested that this be discussed further at a Branch Manager's meeting. The structure of the reports is good; thoughts on library staff attendance of the meetings are varied. If the Board has any more thoughts email them to Wilcox. Kacik said he likes having staff here but he can understand that they may not want to attend every single month.

V. Public Hearing for the Proposed 2012 Budget

- Kacik- Call the budget hearing to order.

- The proposed budget has been announced in the newspaper and posted in all branch libraries, the administrative office and the Grand County Library District website, gcl.d.org.
- The subtotal of the operating revenue is \$2,135,460.
- The total revenue is \$2,147,460.
- The total for Personnel costs is \$1,197,350.
- The total for Library Materials and Technology is \$287,950.
- The total for Facilities and Maintenance is \$191,800.
- The total for Professional Services is \$111,300.
- The total other is \$104,950.
- The subtotal of Operating Expenditures is \$1,893,350.
- Total Expenditures is \$2,295,350.
- Is there any public comment?
- The budget hearing is closed.

Kacik asked everyone to read the budget message to see if they wanted to change anything. Any suggestions can go to Miles or Berger.

VI. Action Items

A. Reappointments of Grand County Library Foundation Board

Members, James Jamison and Robert Vogel-

Knerr made motion to reappoint both, Miles seconded the motion and all said "aye" to approve.

B. Approval for Recommendation to the Grand County Commissioners to Reappointment Roxane White and Jill Miles as Trustees of the Grand County Library District Board of Trustees

Knerr made a motion to recommend the reappointment of both, Fay seconded the motion all said "aye" to approve.

C. New District Credit Card Program

This is a recommendation from the Finance Committee meeting, to replace what we have. We will try to pay bills through credit cards; the program offers rebates at the end of the year based on what is spent in the pool. There are no fees and there is liability and fraud protection. It comes with reporting that could go right into our system. Most of the bills would be paid by a ghost card.

Jensen made motion to approve the new credit cards, White seconded the motion and all said "aye" to approve.

VII. Information Items

A. Nominating Committee for GCLD Board of Trustees Officers

Knerr will call everyone and see what they are willing to do and she will present a slate of officers at the next meeting.

B. Recommendation from the Finance Committee Concerning GCLF Investments

The foundation investment committee would like to take 10% of funds and try some other investments. The consensus is they won't put it into anything risky. Jensen asked about increasing the

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percentage after a period of time. Since Miles and Kacik are a part of the committee they will be a part of the decision making and there is also an investment policy that will be followed. Miles said if we're happy with the way it's going we can always increase the percentage. Knerr said they are happy to get the 10% and there was no push to get more. This will be an action item next month.

C. GCLD Gift Policy

Wilcox- the district has a policy about book donations, etc. and a committee for art donations, but nothing for cash donations. We've always honored any cash donations with designations for a specific library. For art, books, etc we include the statement that this donation will be used as we see fit but for cash there isn't anything like that. This means there is a cash donation imbalance, large funds in Fraser and Grand Lake, less in Granby, HSS and Kremmling. Our public should receive equal treatment in all of our libraries. We don't want gift funds to drive our budget. Cash donations that already exist will be used as they have been designated, but if we set a new policy it will change any donations that come in will be used as the district sees fit as the other donations are used, we are one library.

Jensen asked about a percentage. Wilcox said that is how the Friends do it. She asked if the Friends donations would be the same as the rest of the district. Wilcox said they are a separate organization and make the decisions on how their funds are dispersed. Jensen said maybe 50% for the local library and 50% to the whole district.

Marla Gall was asked how the Friends feel about this; she said they are going to reevaluate their policy. She said that there may be some fussing in some communities but that most donors will be willing to see that the money needs to go where there is more need.

Are we going to lose donations if we change? It is a possibility.

It was suggested that the Policy Committee to work on this. White and Fay will coordinate with Wilcox. Gall said is willing to be a part of it. Come up with a draft by December.

D. Continuing Advocacy Effort: State of the Library

Get the word out to the communities, this is where we are, this is what we're doing, this is what is coming, etc. Go to the towns, service organizations, etc.

Kacik asked if someone would like to help coordinate. Wilcox and Knerr will start the planning.

E. Holiday hours- email these to the trustees, no changes in the number or type of holidays

F. Board meeting schedule- Email thoughts to Wilcox and she will send them to Kacik.

VIII. Board Self-Evaluation Workshop (Completed Forms)

IX. Adjournment at 9:15 PM

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