

GRAND COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
Tuesday, December 13, 2011, 5:30 PM
Administration Office

Trustees present: Roxane White, Diane Bond, Rosemary Knerr, Jill Miles, John Kacik, Kim Jensen

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

Public present: Nancy Abbott

5:30 PM Call to Order by President John Kacik

I. Amendments to and Approval of the Agenda

Wilcox had several additions:

- Under Ideas for future action add B. Intranet Demonstration and C. New Stats Report
- Information Item D change to Electronic Reading Devices for Staff

Knerr made a motion to approve the revised agenda, White seconded the motion and all said "aye" to approve.

II. Board Minutes, Correspondence and Public Comment

Miles made motion to approve the minutes, Bond seconded the motion and all said "aye" to approve.

Correspondence- a letter was sent to the County Commissioners for the reappointment of White and Miles, we have not heard back yet.

III. Reports

A. Executive Director-Jensen had a question on the tuition reimbursement, Wilcox said staff has to stay for 2 years or they may have to pay it back.

Wilcox said we are planning a remodel in the admin office; hope to complete it this month.

B. District Departments

1. Finance-nothing to add
2. Technology-nothing to add
3. Public Services/Youth Services- Ralph said it was a busy month, lots of projects. Kacik asked about the iPad training, its going well. Miles asked if staff is seeing inquiries by public, yes they are. White asked if worried there is a trend in less physical books checking out, etc. The check-outs of books hasn't decreased considerably, we won't get a good picture

Respectfully submitted by Marilynn Huff

for at least another year.

McCoy- Reading Buddies coming to FVL over the break.

4. Library Resources- Mikol said we have been ordering more OverDrive Advantage items and we hope to order another \$2-3000 by the end of December. Discussion of prices that OverDrive charges for e-books and e-audiobooks.
5. Facilities- finished boiler inspections for Granby and Juniper. He said as well as a new office for Admin, we are also setting up new zones for heating. We are trying to get it done in this fiscal year. Received a second bid for Granby HVAC hope to do it after the first of the year.

C. Branch Managers

1. Kremmling- \$185 made at the book sale. Sutton asked about heating change with the added insulation. Horn said when it warms up it does it quickly and it stays warm.
2. Hot Sulphur Springs- Pie sale sold out in less than 2 hours made almost a \$1000. Discussion of book drops.
3. Juniper- Christmas lights up. Wilcox and Ralph met with Luton to discuss the use of gift funds.
4. Granby-nothing to add
5. Fraser Valley- Laura Veenstra is expecting a baby in May. Staff attended the progressive dinner. Reports that everyone enjoyed it, they came close to selling out. McQuade is doing some community resource outreach.

IV. Ideas for future action

- A. Hold 2012 Board Meetings at the Granby Library Community Meeting Room- Pluses: more space, more visible to the public, there is a kitchen. Wilcox checked meeting room schedule and Grand Beginnings are scheduled on the third Tuesday for the next couple of months. We may have to pass another resolution if we change where the meetings are.
- B. Intranet Demonstration-In August we migrated to Office 365, so we now get our email with Outlook in the Cloud. With Office 365 we also get SharePoint in the Cloud. Berger and Jessica Paulk have been learning SharePoint, it has a big learning curve. It's a new Microsoft product, so there isn't much tech support yet. Starting in January it will start full use and we will get new logins for Board reports, etc. The District Info button will have all of the documents for the Board meetings. For staff we will have interactive forms that can be submitted to the appropriate people. Another big bonus for the site is that it can be searched.
- C. Stats Report- circ stats didn't reflect all of our circulation, such as Prospector. Now the report has a Consortium usage section, a

section where it is broken down and a section for non-consortium usage.

There were several questions, Kacik said for there to be an Information item next month to explain the stats.

Jensen said she is working on an Evaluation form for the Director, and also working on the Trustee Job Description, they should both be Information items next month.

V. Action Items

A. Approval of Resolution 2011-11-02, A Resolution for Setting Holiday Closures for the Calendar Year 2012

Kacik read the dates; they are the same holidays we've had.

Bond made a motion to approve the resolution, Miles seconded the motion and all said "aye" to approve.

B. Approval of Resolution 2011-11-01, A Resolution for Setting a Regular Meeting Schedule for the GCLD Board of Trustees for the Year 2012

Third Tues of month except October and December when it is the second Tuesday. Kacik read the dates.

Knerr made motion to approve the resolution, Jensen seconded the motion.

Discussion: If we aren't in conflict with another group we should move the Board meetings to Granby, if there is a conflict stay at Admin. Wilcox said there would only be a conflict for January and February. Printed a new resolution with the January and February meetings at Admin and then other meetings, March – April and October- December at Granby.

Miles made motion to approve the resolution as amended. Knerr seconded the motion and all said "aye" to approve.

C. Approval of Resolution 2011-12-03, A Resolution to Appropriate Sums of Money for the Budget Year 2012.

Kacik read the resolution. Bond made a motion to approve the resolution, Miles seconded the motion and all said "aye" to approve.

D. Approval of Resolution 2011-12-01, A Resolution to Adopt A Budget for the Year 2012.

Kacik read the resolution. Knerr made a motion to approve the resolution, Jensen seconded the motion and all said "aye" to approve.

E. Approval of Resolution 2011-12-02, A Resolution to set A Mill Levy for the Year 2012.

Kacik read the resolution. Bond made a motion to approve the

resolution, White seconded the motion and all said "aye" to approve.

F. Election of 2012 Officers for the GCLD Board of Trustees

Rosemary chaired this committee.

Slate of officers:

John Kacik as President

Dede Fay as Secretary

Rosemary Knerr as Vice President

Kim Jensen as Treasurer

White made motion to approve the slate of officers, Miles seconded motion and all said "aye" to approve.

Kacik suggested that Jensen, Miles and Berger have a meeting to discuss budget, etc.

G. Approval of Gift Policy Concerning Cash Donations to the GCLD. Wilcox met with White, Dede Fay, Marla Gall and Marilyn Hunter to discuss the Gift Policy.

Found in the Policy Manual on page 48 under Criteria for Acceptance of Gifts, says "The Library reserves the right to make the most appropriate use of gifts, including cash gifts." Under Finance on page 38, reiterate the criteria for accepting gifts by inserting the statement here, as well.

Luton asked about donations to buy children's books specifically for Juniper Library. Wilcox said materials are for the whole district, we can still put in book plates. If this is passed then we will develop a script to use in all of the branches. Miles asked about donor walls, Wilcox said if they donate over \$1000 they can have their name on the donor wall. Discussion of memorials, designated money for books of some sort. Wilcox said we have the Adopt-A-Book program for such things.

Wilcox said for the Friends it has been suggested that the Friends funds go exclusively; first for programs and secondly for media.

White said she likes the way it is written and it is very flexible.

Jensen said she thinks it is important that we let people know that we will consider donor requests.

Jensen made a motion to approve the policy, Knerr seconded the motion and all said "aye" to approve. Wilcox said we will bring the script for staff to present to donors to the Board.

VI. Information Items

A. Retirement of Trustee Diane Bond- Kacik said thanks for your service to the Board and the District since 2002. She was very pleased with her gifts; a plaque and a Kindle Fire.

- B. Search for New Trustee- a couple of people have shown an interest. Hope to do interviews in January.
- C. Staff Attendance at Board Meetings- Wilcox said communication with each other and with the Board is very important; it is a critical factor for staff to know the Trustees. Kacik said he met with Wilcox for discussion. The Executive Director is the only employee of the Board. The staff attendance at the District's public Board meetings is not up to the Board, it is up to the Executive Director. Management of the meetings is a decision of the Board.
- D. Electronic Reading Devices for Staff
Administrative staff believes it is critical that all staff have personal electronic reading devices, eReaders, in order to fully understand the technology and to assist the public in their use. There will be no 2012 wage increases or bonuses. In addition to being an important customer service tool, the provision of personal reading devices provides a small benefit to the staff. The Technology Department has created a spreadsheet with a comparison of devices that could be a good fit for staff. The estimated cost of the staff eReader program is \$8,000-10,000, approximately \$200 per person. The reading devices are considered a work tool. If leaving employment with the District, staff will return the device or pay for the device. Kacik said that it could be that eReaders are too limited and staff may need devices with a broader scope. It was determined that all regular staff and the trustees will be provided with eReaders. Considering the District's investment in eContent, all staff and trustees need to be familiar with the technology in order to promote eContent to the community. Kacik noted that if the Board is compensated then it needs to be reported. Mikol commented that it isn't being given, it is loaned, so this requirement shouldn't apply.
Each employee and trustee should complete their order form by Wednesday the December 21st.

- VII. Adjournment- Bond made motion to adjourn, Miles seconded the motion and all said "aye" to approve at 8:05 pm.