

GRAND COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting  
Tuesday, February 15, 2011, 5:30 PM  
Administration Office

Trustees Present: Roxane White, Diane Bond, Rosemary Knerr, Maura McKnight, Jill Miles

Staff Present: Mary Anne Wilcox, Pat Berger, Stephanie Ralph, Kathy Mikol, Marilynn Huff, Lauren Bruchez, Joy McCoy, Matt Sutton, Lynn Shirley, Sue Luton, Jeanette McQuade

Public Present: Dede Fay, Nancy Abbott

I. 5:30 PM Call to Order by Board Vice President Diane Bond

II. Amendments to & Approval of the Agenda

Wilcox had a change on the agenda; Cathy Wise-Dorffer withdrew her application for the trustee position.

Wilcox said that Kacik will not be calling in to the meeting since there is a quorum. He said he would be available for a call if there is a tie vote.

Wilcox said there were three things from the last meeting to be on the agenda for this meeting: the strategic plan, the trustee handbook, and the presentation of a gift to Louise Steneck. These will all be tabled until the March meeting.

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

III. Board Minutes, Correspondence & Public Comment

Correspondence- Wilcox talked to the county manager about a new door, without a window, for the Hot Sulphur Springs (HSS) Library and has now received a letter from the county manager stating that the door will be replaced when the weather improves. Sutton pointed out that a new door jamb is also needed.

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

IV. Reports

A. Executive Director- Wilcox said a number of staff have been working long hours. She said that she and Berger were going to do a presentation at the Hot Sulphur Springs town meeting this week.

Wilcox said it is good to have a facilities manager to help with facility emergencies. White asked about the Fraser Valley Library

Respectfully submitted by Marilynn Huff

(FVL) staff working at other branches. Wilcox said they are still working it out. The FVL annex has room for six public computers, chairs for six wireless users to sit, people can pick up holds, put items on hold, there are new books on display for checkout, etc. Miles will write a good neighbor piece thanking people who helped in the Granby Library, HSS Library and FVL emergencies.

B. District Departments

1. Finance – nothing to add to the report, it's going to be a tight budget this year, so the District will need to stay on top of it. Berger said she will work with the auditor because the district will have to file another budget with the state to cover the work done on the Fraser Valley Library.
2. Technology- no one here
3. Public Services- All Staff Training is Monday let Ralph know if you plan to attend.
4. Library Resources- Mikol said we placed our first order today for books that will come into the branches fully processed and cataloged. We are hoping they will start to arrive in branches towards the end of next week. The first order was fiction and the next order will be DVDs. Mikol and Huff will go to branches to help with the receiving procedures for the first couple of deliveries. Mikol said she has received a bid from EBSCO periodicals. She said we have budgeted \$1000 for e-books to put on the six Sony e-readers that are available for checkout in the branches. The e-readers currently have 75 books on them and we will be adding new books quarterly this year.
5. Facilities- Sutton said there was a new leak at the Granby Library today; he believes it was caused by a design flaw in the roof structure with the parapets, freezing, thawing etc. He said that they will probably remove the parapets this summer to solve this problem. Feb 3 the Granby Library had a leak from a pipe in the sprinkler system that froze and cracked. Repairs have been done and approved in the sprinkler system. There is a two week window to get the tongue and groove pine ready for the ceiling.  
Feb 3- the Fraser Valley Library also had a pipe in the sprinkler system that froze and cracked, but much more damage. Rocky Mountain Catastrophe got on the scene right away with vacuums, fans, etc to get things drying. Everything is dry. Everything is moved out and in storage, the carpet is out and the floor totally exposed. Insulation, when replaced will be upgraded to R-50. Sutton said there is a possibility of

changing to a glycol sprinkler system. Tomorrow the drywall will be installed in the bathrooms and storeroom, etc. Sutton said they are going to take advantage of the down time to upgrade the power and data lines and ports, as much as possible, in the walls and in the floor. Carpet samples are in, Wilcox will meet with Michael Brindle to go over the carpet and paint samples.

White pointed out that the public would really like to volunteer and she thought possibly re-shelving books in the library might be a way to help that gives them satisfaction.

#### C. Branch Managers

1. Kremmling- Three people have been added to the outreach program. The After School Club started a couple of weeks ago. The staff loves the kits that Joy McCoy puts together for story time. The library has a thief, staff has been finding DVD cases with the DVD missing, and they have found 10-15 missing in the last few months. They are hoping to put a security camera in the children's area because there is no good line of sight to that room and they are thinking that is where the thief goes to remove the DVD from the case. There was discussion of having a police walk-through regularly, putting something in the school packets, hanging a sign about the thefts in the library, have a volunteer to watch the DVDs, etc.
2. Hot Sulphur Springs- Shirley said it is nice to have the restroom working, they went three days without water. She said the HSS Library was given an historical photo of the building that the library is in and a framed story of the history of the building. Both items were donated to the library by the Grand County Historical Association.
3. Juniper- Luton said they are staying warm and having no issues with freezing. She said they had a winter carnival recently which brought some people into the library.
4. Granby- Ralph said the children's programs are going very well. The kids loved seeing the fire trucks, flashing lights, etc during the recent emergency. McCoy told about how they are working on consistency in the children's programs and the children bonding with whoever is doing the programs. They are having the same person do story time for a semester and someone else is doing the After-School program for a semester and then they will rotate for the next semester. McCoy said they are working with staff to see who fits the best to do the various programs.

5. Fraser Valley- McQuade said she was on vacation at the time of the emergency, but the FVL staff did a great job in handling the situation. She said there has been some amazing coordination in getting things done.

Wilcox said if anyone has staffing needs let her or Ralph know what the need is. Shirley said she could use help with weeding.

Knerr let everyone know they are doing great with all of the reorganization changes and keeping things going in the libraries. She said don't forget they have the Board to count on for support when there are any problems, trouble with patron's complaining, etc.

- V. Ideas for future action- Miles- 1) asked if it would be good to have a GCLD Board member go to school board meetings to show support. Bond said the meetings are open to the public and the school board isn't deciding anything until March. Wilcox said she keeps an eye on it from a distance and we have a lot going on right now. She said maybe when they make a decision we can discuss with the schools how to get through it together. Wilcox said it would be good if Bond could give the Board a report on the schools monthly. 2) The review of the reorganization should be done sometime later this year, maybe how to do it should be planned at some point.

#### VI. Old Business

- A. Central District Trustee Candidate Interviews, 15 min each
  1. Dede Fay- answered the Board's questions

Miles made a motion to cover the Information Items before going to the Action Items, Knerr seconded the motion and all said "aye" to approve.

#### VII. Information Items

- A. Update on Restoration of the Fraser Valley Library from Flood Damage- discussed earlier
- B. 2010 GCLD Accomplishments- this is what was taken to the County Commissioners, they were happy with the report, the restructuring, etc. It will be posted on the web site.
- C. Review Director/District Goals for 2011-2012  
There was a discussion of how to revise the goals as presented. Wilcox will write up the changes and then the goals can be approved at the next meeting
- D. Discuss Board of Trustee Self-Evaluations- Tabled until next meeting.

#### VIII. Action Items

Respectfully submitted by Marilyn Huff

- A. Vote on Central District Board of Trustee Candidates: Cynthia Blair- Hoover, Robert McVay, Dede Fay- There was discussion of each. There was a unanimous vote for Dede Fay. The first step is to send a letter recommending Dede Fay to the County Commissioners.

Berger handed out pie charts that show how the decisions for restructuring were made. The pie charts show the 2009-2010 circulation statistics and give; 1. Analysis of Branch Usage, 2. Revenues by Branch, 3. Cost by Branch. This information is what will be presented to the different town's boards and there may possibly be some presentations to some of the service organizations in the county.

IX. Adjournment- McKnight made a motion to adjourn, Miles seconded the motion and all said "aye" to approve at 7:55 pm.