

GRAND COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
Tuesday, September 20, 2011, 5:30 PM
JUNIPER LIBRARY

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

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

5:30 PM Call to Order by President John Kacik

I. Amendments to & Approval of the Agenda

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

II. Board Minutes, Correspondence & Public Comment

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

Correspondence:

- Kacik and Fay wrote a letter to the B2 Book club at Fraser Valley. He read the letter. He had a follow up with one of the book club members.
- Thank you from Estes Park Library Director for hospitality during the visit.
- Letter from El Pomar that GCLD had been nominated for the Award for Excellence but we did not get the award. Wilcox sent a response.
- A letter was sent to the County Commissioners recommending approval of Kim Jensen as a GCLD trustee and a letter of approval was received from the commissioners.
- A letter was to other trustee applicant.
- Death of Dave McKnight's father, the family requested donations to the Lord of Valley Lutheran Church, \$100 was sent from GCLD.
- Diane Bond will resign as of January 1, 2012. So we should start looking for someone to take her place on the board.

III. Reports

A. Executive Director-

- Wilcox reminded everyone of the Friends Annual Meeting on Saturday, October 22. She said that typically the Board has read a letter of appreciation to the Friends. Knerr said she will attend.
- Wilcox said that with the restructuring it has been discussed the moving hours around in some of the branches.

Respectfully submitted by Marilyn Huff
Approved by the Board October 11, 2011

- Kremmling hours are going to be changed so that it opens at 10 am Monday through Saturday and will be open 4 hours on Saturday.
 - Granby will be open till 7 pm only on Monday and will add 1 hour on Friday morning.
 - These changes will start on October 4.
 - Holiday party- everyone agreed the Brickhouse 40 was very good last year. We will try for Friday, December 2 or Saturday, December 3.
 - Foundation cocktail party had 5 attend and it went well. The Foundation Board meeting is tomorrow evening at the Admin office, at 6 pm.
- B. District Departments
1. Finance – on track
 2. Technology-
 - Time has been spent on the website migration and the email migration.
 - There was discussion of some people who couldn't access the staff website and it was suggested that should not put in the "www" it should be staff.gclcd.org.
 - Still working on the new staff website with SharePoint.
 - Kacik pointed out that if any trustees would like to have Office 2010 the district will install it for you on your home computer.
 3. Public Services/Youth Services-
 - Ralph- news that we received the BOCES grant. Its purpose is to get electronic devices (mp3 players, e-readers, iPads, etc.) in the schools. Most of our grant money will be used to purchase downloadable e-books from OverDrive Advantage for Grand County users. Wilcox said we are also going to get staff familiar with many types of devices so they can help customers.
 - McCoy said the libraries are gearing up for the 24th annual Scary Story Contest. We will also have a Vampire Story Contest for the middle school age students.
 4. Library Resources- We got the contract set up with OverDrive Advantage. This will give us items available only to Grand County customers and we hope it will cut down on wait time. Mikol said we will also try to get reading lists from the schools and have those titles available. Mikol said that Huff makes some of the selections for OverDrive for Marmot and both will make selections for OverDrive Advantage.
Kacik had question about Prospector, he asked about putting a hold on a book that is on order. Kilgas said that other libraries may have chosen the option of not allowing holds on items that aren't in the library yet.
 5. Facilities-
 - Sutton said the funding in Kremmling will be starting phase 1, which is putting in insulation, they will look for additional funding to do more.

- Received some bids for working on Granby's HVAC system.
- Have some proposals to do repairs on library roofs.
- Received a proposal for insulating the ceiling at Admin.
- White said that the Town of Kremmling is considering putting in security cameras at the tennis and basketball courts. She voiced concerns of the video showing the library entrance and privacy issues. Sutton said he will talk to the town manager.

C. Branch Managers

1. Kremmling- started After School Club
2. Hot Sulphur Springs- training a new sub. Met with support group, they will help with organizing the pie sale, November 22. Sent 8 or 9 boxes of books to Fort Washake School/Library on the Wind River Indian Reservation. Doing some organizing in the library for a better flow.
3. Juniper
4. Granby- After School programs have been going for 3 weeks, it is going well. Started Writer's group had 3 people come.
5. Fraser Valley- Staff planning: Banned Book Week, Volunteer appreciation, Progressive Dinner in December, CLiC courier study. The flag pole was installed; MUG is coming up this week and CAL is in October.

IV. Information Items

- A. Welcome New District 1 Trustee Kim Jensen-
- B. Juniper Library Annual Report- Luton handed out a brochure of library information, including customer comments. She went over Juniper's wish list and a summary of some statistics. Kacik asked if there could be a correlation of the cut in library hours and the drop in library usage. Wilcox said we need more time before we can answer that question.
- C. Preliminary Certification of Values- down 16.8%, the final certification will be December 10.
- D. Review Resolution on GCLD Finance Strategy 2012-2014- Berger attended a Special Districts Association (SDA) Conference and learned more about the new budget requirements. There is a choice of assigning or committing the funds. To commit the funds the Board has to pass a resolution and the funds can't be used for any other purpose unless the Board then passes another resolution. Or the funds can be assigned and the Board doesn't have to pass a resolution. Berger sent out the Preliminary Budget and in general the operations are about the same as the 2011 budget, but we have less revenue so it shows a deficit. Berger proposes the Economic Stabilization Fund, suggestion of \$600,000 in the fund to cover the deficits over the next 4 years. Berger talked to our auditor and he recommends doing resolution and committing the funds. Kacik talked about our philosophy and savings/reserves over the last 2 years to keep the budget cuts from being too extreme. Do we want to keep providing services at the level they are now or do we want to

ratchet down more now. Miles said we are putting ourselves on hold for now. White said we need to stay with the plan for now to give what changes we have made a chance. Bond said that's why we planned for this; we can wait to see where we are at the end of next year. Knerr said we've made cuts, we don't know what the future will be and we can make a resolution if we need to make changes. Wilcox said there are some who say spend until the money is no longer there and then make the cuts. Jensen said people have seen that the library has made some cuts. White said look at the resolution and put in the dollar values. Berger said Paul Backes suggested putting in more than \$600,000 just in case more than \$150,000 a year is needed, but he said to put in a not to exceed number. Kacik asked Berger to fill in the blanks and put in a not to exceed number and send it to the finance committee and the Board can vote on it next month. He also asked everyone to discuss this with people in your communities. Berger asked everyone to email any questions, comments, concerns, etc. to her. She will get the preliminary budget put together so it can be voted on and then posted next month. Berger said the SDA predicted at least 5-10 years before things start looking better financially.

- E. 2012-2013 Strategic Plan Timeline- Wilcox said this would be reviewed annually and changes made as needed. White said it looks pretty assertive and ambitious. Kacik said this is a working document not a strict timeline, so it just gets incorporated into the Strategic Plan and will be put on the website.
- F. District-wide Wish List for Donors- Wilcox said the branches are all coming up with wish lists, as well. She said we need to come up with a protocol for the librarians to use when someone comes in and says they would like to make a donation to the library/district. There was some discussion of using the district list for the Foundation as well. Kacik said that it looks good and should mesh well with the Foundation and should take a copy to the meeting tomorrow. Wilcox explained gift funds, donations, etc. to Jensen. Kacik explained to Jensen that items are generally for information purposes and discussion one month and then voted on the next month.
- G. Discussion of Board Self-Evaluation Plan- Knerr said she made it more a personal assessment instead of looking at the Board as a whole, more an assessment of how you are as a member of the Board. Bond said maybe everyone should look over this and then at a work session discuss how you are doing. White said everyone look this over and then bring some ideas to the next meeting about what the next step should be. Bond said the Board assessment doesn't necessarily have to be written but could be a work session to discuss everything. She said if everyone is weak in the same area, why and what are we going to do about it. Kacik said he wasn't experienced at self assessment and the Board assessment we had in the past wasn't helpful. Knerr said she thought that we should move forward and help each other to

improve. Wilcox said she would send the information that she had given Bond and Knerr to everyone. Kacik suggested reserving a half hour work session to go over this and make a plan next month. Everyone go through this and look at the information that Wilcox sends and come with some ideas.

Wilcox said talking about work sessions the Board needs to have some serious discussion on planning for the future in case we need to make some deeper cuts in a few years.

Kacik said it's been a while since we've had a Board workshop.

White said she is working full time now and finding less time to devote to the Board. She said she finds it better to have work sessions at the end of a meeting instead of taking another day.

Miles said the obligation to the Foundation isn't something that anyone signed up for when they became trustees.

Kacik said if the library Board left the Foundation that would be the end of the Foundation. Some of the members of the Foundation wanted to be financial advisors not leaders.

Bond suggested maybe the Board could be revolve their attendance; maybe 2 to each meeting. Bond said basically we need a liaison.

Kacik said the Foundation needs a strong leader and it is lacking that right now. Wilcox said the election of officers is in November. Kacik said maybe present to the Foundation that the library Board just be representatives

Kacik explained to Jensen how the Foundation started.

The whole reason for the Foundation is to have a pass through for the money to come into the library district and set up endowments and look for grants, etc to help sustain the library district.

Kacik said we don't want it to die so we need to be careful not to be too negative; but to be candid about the importance of the Foundation to the library district. It's not helpful to have meetings that are meaningless.

- V. Adjournment- Knerr made a motion to adjourn, Bond seconded the motion and all said "aye" to adjourn at 8:20 pm. The next meeting is the second Tuesday instead of the third, on October 11.