

GRAND COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
Tuesday, June 21, 2011 5:30 PM
KREMMLING LIBRARY

Trustees present: Roxane White, Maura McKnight, Jill Miles, Diane Bond, John Kacik, and Rosemary Knerr

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

Public present: John Kacik, Juana Rivera, Nancy Abbott

5:33 PM Call to Order by President John Kacik

I. Amendments to & Approval of the Agenda

- White made the comment that on the Agenda III C, Branch Managers shouldn't have an apostrophe.
- Paul Backes won't be coming; his baby was born yesterday, so Information Item A will be postponed for now.
- Miles made a motion to approve the amended agenda, White seconded the motion and all said "aye" to approve.

II. Board Minutes, Correspondence & Public Comment

- White made a motion to approve the minutes, Miles seconded the motion and all said "aye" to approve.
- Correspondence: A thank you for the Nook from Louise Steneck and a thank you from Grand Beginnings for GCLD's participation in the Children's Fair.
- Public: Juana Rivera said she and her family are thankful to the library for the computers, entertainment, resources, etc. She said the library is her communication center.
John Dolan said he seconded her thoughts and that he is most appreciative for the library.
Nancy Abbott said she had Quilt Raffle tickets for anyone who would like to buy them. The quilt was made by Janet Schayer. She said the Kremmling book sale made \$394 and she thanked all of those who helped with it.

III. Reports

- A. Executive Director- Wilcox said she didn't have anything to add. Everyone is busy and moving forward.
- B. District Departments
 1. Finance- Berger said we have not heard back from the insurance company about covering wages of those who worked on the FVL project.
 2. Technology- Kilgas said we are experiencing a black cloud over the projectors. She said this is the first of the projectors purchased for the libraries and we didn't know how long they

Respectfully submitted by Marilynn Huff

would last. Several branches are considering using gift funds to cover the cost of new projectors. Juniper's new projector has been ordered; Kremmling and FVL also need projectors. Kacik had a question on the intranet research. Kilgas said they are open to input from the Board and staff on what functionality they feel the intranet should provide. Kacik said he just needs the information. Search-ability and document sharing are two of the things that come to mind as priorities for the intranet. White asked about Marmot and some of the services they will no longer cover (website, domain, email, etc), how is it going? Kilgas said it is a difficult process. She said there is a beta product that would be a good fit for us, but it isn't going to be available soon enough.

3. Public Services/Youth Services- McCoy said the Children's Fair includes people around the county that work with children up to elementary age. She said it is a good place to network, to see what resources are available, etc. GCLD had an obstacle course, gave away books and talked about the Summer Reading Program.
4. Library Resources- Mikol said we have allocated \$3000 to the purchase of e-books. There is a 73% increase in the circulation of e-books from last year. She said she is looking at the best way to do it; there are a couple of options. We want to add more titles so Grand County people don't have to wait so long. Kacik said he recently saw Bill Tetlow and he is very enthusiastic about e-books and e-readers. White asked if the purchased titles would be on the library's e-readers or available from OverDrive for downloading. Mikol said these would be titles to check out and download to your e-reader.
5. Facilities- Kacik asked what VFD is. Sutton said it is the climate control.

C. Branch Managers

1. Hot Sulphur Springs- Horn said they had their first open Monday last week. They did a book sale at the HSS carnival and gave out over 100 books. They also participated in the HSS parade and received 1st place in the equestrian division.
2. Juniper- Luton said they are starting to get larger numbers of people coming into the library. This Saturday is the Tops of the Rockies event.
3. Granby- Gardner said they have over 80 registered for the Summer Reading Program. Granby's book sale is July 4.
4. Fraser Valley- McQuade said they are having their first performer tomorrow; they have 25 registered so far for the Summer Reading Program. They are keeping an eye on the water around the building. They have a new art display and their book sale is July 23-24.

- IV. Ideas for future action- nothing at this time
- V. Action Items
 - A. Ratify the Appointment of Erica Kalkofen to the Board of the Grand County Library Foundation –There was a special vote for this at the last foundation meeting. Knerr made motion to ratify the appointment of Erica Kalkofen to the Board of the GCLF, Miles seconded the motion and all said “aye” to approve
 - B. Approval to Open the Granby Library on July 4th- White made a motion to approve, Bond seconded the motion and all said “aye” to approve.
- VI. Information Items
 - A. 2010 GCLD Audit Presentation by Paul Backes-postponed to the July meeting in HSS.
 - B. Kremmling Library Annual Report- Bruchez gave an overview of what is new at the Kremmling Library: OPAC, Webpage, Prospector, staff, hours, media ordering, Resource Center. She highlighted various statistics: patron count, circulation, self check, programs, and some patron comments.
Pedersen talked about the outreach programs, there are 11 having books delivered to them; she started a Parent/ Educator Resource Center with Shelly Mathis
Mathis showed a binder of activities for kids in and around Kremmling, it is categorized and also has the registration forms for baseball, etc.
Wilcox commented that even with the down turns of the past year that Kremmling has had increases in usage. Bruchez and Pedersen have worked about 3 years together and have really jelled and offer a lot to the community.
Knerr announced that Colorado Country Life has selected the Kremmling Library to receive a donation of books.
 - C. District Restructuring Survey- Ralph said the HSS survey was finished and made the change for the library to be open on Monday. The District-wide customer satisfaction survey, addressing restructuring, has been online for a couple of weeks and next week there will be a paper survey in the branches. We hope to have the results from the survey in time for the August meeting.

Horn thanked Knerr for the article in Colorado Country Life.

There was a brief break to look at the Kremmling Library and grounds.

D. Strategic Plan Work Session –

Respectfully submitted by Marilyn Huff

- Wilcox said she worked with Kilgas and McKnight in reviewing the Objectives of Goal #2 Physical Resources. She said there was some concern because the focus of the Objectives was on the building interiors when we have 4 buildings that are new or have just been remodeled. They looked at the current Strategic Plan which talks about maintaining excellence in library facilities. There was agreement that we need to make the best use of what we have, continue to maintain excellence while ensuring the libraries reflect the unique needs of each community.
- White and Knerr said the changes look good, they agree that the group got off track of the task at the meeting. They came up with a lot of good ideas, but these Objectives look good and are flexible.
Kacik asked if the changes include the dynamics which their group had at the meeting.
Knerr said yes, it meets the needs and sets priorities.
White said a lot of what they got sidetracked on was the HSS Library and the need to encourage the courthouse workers to use the library during their breaks.
Wilcox said there has to be a lot of outreach and marketing to get people to come into the branches.
Sutton said as Director of Facilities the environment, temperature, lighting, etc., making the libraries comfortable is a major part of his responsibility.
- Kacik said he would put the word "implement" into the first objective. Wilcox asked that they also put in the word "refine." So the objective says, "Continue to develop, implement and refine a program for preventative maintenance for all district facilities."
- McKnight said we will follow the Table of Contents, to give the assignments:
 - The Executive Summary- Wilcox will write this
 - The Authorization/Signature page-Wilcox suggested including the public who helped with the plan
 - The History- Miles asked if there should be updates added to it. For instance the information about the new buildings that are in the current executive summary could be moved to the History. Kacik suggested that White add to the history.
 - The Mission, Vision and Values will be modified with a new Motto: "You Belong Here"
Miles said a slogan is something that is more easily changed and a motto should be more lasting. She suggested the slogan should be "You Belong Here" and the motto should be "Mountain Libraries Elevate Minds". Everyone agreed that sounded good.

- There was discussion of the Mission and Values and that they tend to mirror each other. Wilcox said the Values should be redone. Miles will work on the Values.
- Goals and Objectives- White had another thought on the Objectives of Goal#2 wondering if we are flexible enough on what a library is and what libraries may become. So the Objective was changed to, "while responding to change and ensuring"
- Goal #1 White said there is nothing in the Objectives about salary. The Objective was changed to say, "Ensure that library education, training and compensation reflect the core..."
- Goal #3 Mikol suggested changing an Objective to say, "Investigate outreach and collaboration opportunities with local schools and organizations." Another was changed to say, "Offer a variety of learning opportunities for staff and customers." Another changed to say, "Evaluate resource funding based on trend, usage, and demand." Another changed to say, "Provide opportunities for formal and informal customer feedback."
- Timeline- McKnight said the higher priorities will probably be tackled first in the timeline. Kacik asked how we should tackle this. White asked if Admin worked on it before. Wilcox said Admin staff put it together and brought it to the Board. Kacik said Admin staff should do it, but not until the other stuff is finished.
- Strategic Planning Process-Kacik suggested McKnight do this
- SP Priorities- We don't need this
- Mountain Libraries Capital Campaign- Miles and Berger should work on this and add the information on the Foundation and add personnel expenses, ongoing debt, etc.
- Evaluation of the Plan-change 5 years to 3 years
- Communication Strategy- We don't need this
- Berger will put the changes to the Objectives together.

- Deadline 2 weeks, July 5, not including the timeline. Get your assignments to Berger and she and Suzi Morrow will put everything together. Berger will then send it to McKnight and she will get it to all of the Department heads, the Trustees and community members and then they will have 1 week to get any comments to McKnight or Kacik. Comments will be reviewed at the next Board meeting. There will not be a meeting on the 5th but all the assignments are due to Berger on the 5th. Block out a half hour or 45 minutes on the agenda to review this at the next Board meeting.

McKnight announced she will be resigning because she is taking on a bigger role in her husband's business. She said she is committed to finishing the Strategic Plan but will have to resign after that.

VII. Adjournment- Knerr made a motion to adjourn, Miles seconded the motion and all said "aye" for adjournment at 7:55 pm.