

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

Trustees Present: Dede Faye, Jill Miles, Roxane White, Maura McKnight, Rosemary Knerr, Diane Bond, John Kacik

Staff Present: Mary Anne Wilcox, Pat Berger, Shelly Kilgas, Kathy Mikol, Marilyn Huff, Matt Sutton, Sue Luton, Stephanie Ralph, Jeanette McQuade, Emily Pedersen, Joy McCoy

- I. Call to Order-by John Kacik at 5:32 pm.
- II. Amendments to & Approval of the Agenda  
Kacik talk about Conflict of Interest- Maura McKnight's husband is doing the disaster relief at the FVL. She signed a form.  
Take off Information Item B Board of Trustees Self Evaluation; it will be postponed until next month.  
McKnight made motion to approve the amended agenda, Bond seconded the motion and all said "aye" to approve.
- III. Board Minutes, Correspondence & Public Comment
  - Berger made a clarification of the February minutes- the amended budget doesn't need to be filed with the state it just needs to be approved as a resolution by the board.
  - Knerr asked about Library Resources- she wants to know how books are chosen. Mikol said she gets feedback from the libraries and she also reads journals, reviews, etc. Knerr asked if she orders all of the requested items and Mikol said yes, so far she has ordered all of the requests.  
Knerr made motion to approve the minutes, Miles seconded the motion and all said "aye" to approve.
  - Correspondence- There was a letter from the County Commissioners' approving Dede Fay's appointment to the Board. Letters were sent to Bob McVay and Cynthia Ann Blair-Hoover to let them know about Fay's appointment.  
A letter was received from Marilyn Hunter of Hot Sulphur Springs and Wilcox has sent her a response. Wilcox gave copies of Hunter's letter to the Board, as well.
- IV. Reports- Kacik wanted to ask the Board what they would like included in the reports- do you want a brief report? Miles said she

Respectfully submitted by Marilyn Huff

didn't like to see everyone writing reports and then repeating it all again at the meeting. Kacik said he would just like to know if there is anything new since the report was written. Wilcox suggested a single page report from each of the 5 departments and then at the meeting each can tell about anything that is new since report was written. Kacik said facilities, technology, collection development, etc. could be taken from the branch reports and something else added in their place. Miles said she missed the branch manager meeting minutes, Bond and White said they also miss it. Wilcox said she would discuss, with everyone, what should go into the reports. Berger asked if they would like a narrative as well as the numbers for the finance report. McKnight suggested adding a tab with some bullet points; Bond agreed that would help her.

A. Executive Director- Wilcox announced a new HSS Branch Manager, Julie Horn. She will work 2 days in Granby and then 3 days in HSS.

McKnight asked about task forces. Wilcox said we have a technology standards task force.

B. District Departments

1. Finance- McKnight asked about operating revenues, Berger said it is money from the insurance company. White asked about the insurance- Berger said it looks like everything is going to be covered, we have a \$2500 deductible to pay and we are doing some improvements that won't be covered by the insurance.
2. Technology- Sutton and Kilgas are doing some overlapping in the FVL project; they recently did some cabling, about 2 miles worth, this is doubling or tripling the data connections. It will help in the future to have done this now. FVL is expending gift money to put in an LCD screen and adding some surveillance cameras. Granby has a new sound system in the meeting room; it was paid for by gift funds.
3. Public Services- staff working in other branches is going very well
4. Library Resources- Mikol said that by April we should be caught up on the ordering schedule, items are arriving in the branches and it all seems to be going very well.
5. Facilities- Sutton said he hired a temporary part-time helper who is working in the branches to keep things from building up. The project is on schedule right now; they are overlapping and fast-tracking the work as much as possible. We are shooting for a May 2 opening for the library. Wilcox mentioned that we were able to afford the additional cabling due to staff doing the work.

C. Branch Manager's

1. Kremmling- Lauren Bruchez is on vacation, Pedersen said that the town showed up to measure for insulation today- this is in response to them seeing the energy assessment. Wilcox said she had Sutton prioritize the assessment and give some cost estimates and she sent this to the Kremmling town manager. Sutton mentioned the work with the town on the basketball and tennis courts, the drinking fountain and landscaping, etc will be starting this spring.
2. Hot Sulphur Springs- did some moving around to make the staff work space smaller and the public space larger. There is now more room to move around looking at the DVDs and audio books.
3. Juniper- May 25 is the Juniper Progressive dinner and the Tops of the Rockies is June 25.
4. Granby- very busy. Today, contractors were putting the tongue and groove in the ceiling where the flood occurred.
5. Fraser Valley- Laura Veenstra and Sarah Schill are both working at the Granby Library. McQuade, Suzie Cruse, and Marlene Leiser are all covering the FV Annex.

D. Ideas for future action- Wilcox- said the county has had a couple of recent losses. Betty Nunn passed away; she was the Kremmling librarian for 30 years. Wilcox suggested a plaque in the Kremmling Library and to let the family know when it was in place. Marianne Klancke passed away, she was one of the first storytellers in the county and her husband made some benches for the Fraser Valley Library. Wilcox would like to put a memorial plaque in the FVL. The Board approved both.  
Look at committee assignments and meeting schedules for the committee meetings

V. Action Items

- A. Approval of Trustee Handbook as revised by Louise Steneck. McKnight had a few changes. Kilgas asked who will do the final edits- Suzi Morrow- and she asked where the handbook should be- Kacik said it should be on the web site in the trustee section. This came from Policy Committee so the motion is on the table, as revised by the Board, all said "aye" to approve.
- B. Approval of Director/District Goals for 2011-2012- Miles made a motion to approve the goals, McKnight seconded the motion and all said 'aye" to approve.
- C. Ratification of Emergency Funds for the Fraser Valley Library Restoration- Kacik wanted to keep everyone informed of his actions. The Policy Manual, on page 42, states, "Emergency payments can be authorized by the Board President or two Board

members." He felt that the FVL project should move forward so he authorized it and is now asking the Board to ratify his decision. McKnight said she would abstain from voting because of the conflict of interest. All others said "aye" to approve.

VI. Information Items

A. Update on Restoration of the Fraser Valley Library from Flood Damage

The FVL project estimated restoration costs are \$175,000-200,000. Additional work- like the technology cabling and electrical has cost about \$28,000 so far. The surveillance and LCD screen and new blinds will be from gift funds.

Wilcox said all of the libraries have quite a bit in their gift funds- she feels the libraries should only carry about \$5000 the rest should be used within a year.

If they discover anything extra that is damaged they let the insurance adjustor know about it and he then says whether it will be covered or not.

B. Planning for Strategic Plan Process- last made a plan in 2007. How many years should we go ahead? Wilcox suggested three would be a good number. How do we want to do it? Last time we had a facilitator and staff and trustees worked on it. Wilcox said that it's good to have the community be involved with the planning process. Kacik suggested that three hours at a time is plenty. Knerr said she agreed, a whole day is too much. Kacik suggested we start with a planning session- April 12 at 5:30 pm. He suggested all of the Board members who can make it should plan to be there and he would like all of the department heads to come. The Branch managers' should only attend if they want to. Ralph will see if the Granby Library meeting room is open. Kacik will write the agenda and at the meeting we will discuss who should be the chairman.

C. Update on GCLF- Laura Hager has submitted a grant to Climax Molybdenum for the Kremmling Library improvements; she attached the whole energy audit in the hopes that they might be willing to give more than \$5000. She has also submitted another grant and is working on the possibility of a collaboration grant from the Colorado Non-profit Association.

Kacik reminded everyone to submit their bios to Hager.

Berger is working with the investment committee.

The Library Scramble isn't going to happen in 2011.

VII. Adjournment- Bond made a motion to adjourn, Knerr seconded the motion and all said "aye" to adjourn at 7:30 pm.