

GRAND COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting  
Tuesday, April 19, 2011, 5:30 PM  
Administration Office

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

Staff Present: Mary Anne Wilcox, Pat Berger, Shelly Kilgas, Kathy Mikol, Steph Ralph, Marilynn Huff, Matt Sutton, Joy McCoy, Sue Luton, Julie Horn, Michelle Gardner

Call to Order by President Kacik at 5:37 PM

- I. Amendments to and Approval of the Agenda  
Kacik said we need to remove Information Item A because Louise Steneck won't be able to attend tonight.  
Knerr made motion to approve the amended agenda, White seconded the motion and all said "aye" to approve.
  
- II. Board Minutes, Correspondence & Public Comment  
Kacik commented that in the minutes on page 1 it should specify that Maura McKnight filled out a Conflict of Interest Disclosure.  
White made a motion to approve the amended minutes, Knerr seconded the motion and all said "aye" to approve.
  
- III. Reports
  - A. Executive Director- We still don't know the amount of funding that Freeport McMoran will be providing for Kremmling Library, but we know they are giving something.  
The collaboration grant is looking for more information; Wilcox will send it to them.  
Wilcox asked how everyone likes the new format for the staff reports- White said she likes it. All agreed they like it the new way. White said she also liked seeing the electronic media circulation added to the reports.
  - B. District Departments
    1. Finance –Berger said she got a draft of the audit. The auditor will be at the June meeting. Berger will send the final report to everyone as soon as she gets it.
    2. Technology- Kilgas said that research is starting on the staff intranet. Jessica Paulk is looking into management systems that run off of Share Point. Someone asked about Boopsie- it is a mobile interface for customers to give access to library services.

Respectfully submitted by Marilynn Huff

3. Public Services- Ralph has been putting together marketing for Prospector, we will have a soft opening May 1st. Staff has had some training via WebEx and Mary Katherine from Marmot is coming next week to do onsite training. Wilcox said they have been interviewing for the 2 Granby Library positions, Morgan Mallard was hired as the full time Library Services Specialist and they are still doing interviews for the 24 hour position.

HSS is having a second community meeting this Friday, to settle on questions to include in the survey. Depending on the survey results there could be a change in the open days for the library.

McKnight heard several comments about the Granby Library's new Friday open hours, 1-5 pm, not opening at 10 in the morning as it did before. There was discussion that the reeducation of the public to the new hours takes time. Wilcox said the library hours will be reevaluated in the fall.

4. Library Resources- Along with starting up with Prospector in May we will also increase the courier delivery days to match the days each library is open during the week. More volume is expected with the addition of Prospector holds.
5. Facilities- Temporary maintenance employee, Kent Villup, worked in the branches and at the Fraser Valley Library reconstruction while Sutton was on vacation. He will be kept as a substitute employee.

#### C. Branch Manager's

1. Kremmling- had a record # of entries: about 75 YA book jackets and 75 elementary age book floats.
2. Hot Sulphur Springs- Horn is recruiting volunteers for the SRP. The HSS community will host an open house next Wednesday to welcome Horn as the new branch manager.
3. Juniper- had 31 book float entries. Luton just had a 2 week vacation and Edie Strate is on vacation this week.
4. Granby- Gardner said they are looking forward to being fully staffed.
5. Fraser Valley- had the book float contest at the FV Elementary School, there were over 100 entries.

White suggested that the 5<sup>th</sup> graders might be better challenged doing the book jacket contest instead of the book float contest.

The Youth Services Specialist will be added as a part of the Reports for the next meeting.

#### IV. Information Items

Respectfully submitted by Marilyn Huff

- A. Board Committee Assignments and Meeting Schedule-  
McKnight is Chair of the Strategic Planning Committee and Kacik is her assistant  
Miles asked if the Strategic Planning committee should be an Ad Hoc Committee- John said we would have to change the Policy. He said that other parts of the Policy and Strategic Planning Committee need to be changed.  
The Finance Committee includes Miles and Fay.  
The Public Relations Committee includes Knerr and Bond.  
The Policy Committee includes White and Fay.  
The other committee is the Evaluation Committee. Kacik said he thinks it should be a larger committee and it probably should be one of the standing committees and meet twice a year for the Director and Trustee evaluations.  
The Evaluation Committee includes Knerr and Bond.  
The Finance Committee will need to meet soon for review.  
Berger said some decisions need to be made on restricted funds. Kacik suggested that the Policy committee might need to meet every 6 months. Public Relations Committee needs to determine their charge? Kacik said if anyone knows of public who would be interested in serving on any of the committees they are always welcome.
- B. Update on Restoration of the Fraser Valley Library from Flood Damage- Sutton said everything is on schedule for a May 2nd opening. Carpet, painting, furnishings, shelving, media is mostly shelved. Data and electrical terminations are completed, the building is about ready for the next 5-10 years. Now shelf reading is being done. Some furnishings, art work, etc still need to get put into place. The Grand Reopening will be in June.  
White asked about the computers if they have been checked- Kilgas said that most have been checked and are working.  
Miles asked if would be appropriate for the Board to give official thanks to the FVL staff who have worked so hard through all of this.  
Miles made motion that the GCLD Board of Trustees give an official thank you to the Fraser Valley Library and District staff for their hard work and perseverance in dealing with the FVL emergency. Flowers will be sent to the Grand Reopening.  
Knerr seconded the motion and all said "aye" to approve.
- C. Board of Trustee Self-Evaluations – Knerr asked when it was developed. Bill Tetlow originally worked on it and then Louise Steneck worked on it in the last year. Knerr said several things

are redundant. Bond asked, what is the point of the evaluation? Bond said she would prefer a discussion format and that many of the questions are irrelevant. McKnight said maybe the questions could be molded to help choose someone as a replacement. Kacik asked should we do away with the written self-evaluation and instead choose a month when we will set aside some time to have a work session, perhaps have a self-evaluation and a review of the Strategic Plan at the same time. Bond and Knerr will come up with some questions to use for talking points and will bring them to the next meeting.

- D. Strategic Planning Process- the next meeting is May 3rd at the Granby Library at 5:30 pm. McKnight will forward the minutes to everyone. Everyone will try to get a couple of community members to come to the meeting. Let Wilcox know who will be coming by noon, Thursday the 28<sup>th</sup>. McKnight will send an email to everyone to remind them.
- E. 2010 Audit presentation will be at the June 21<sup>st</sup> board meeting at the Kremmling Library.
- F. The Grand County Library Foundation will meet Wednesday, May 18<sup>th</sup> at 6 pm at the Granby Librray Community Meeting room.

Wilcox brought up that Trustee Roxane White was honored as 2011 Citizen of the Year by the West Grand Community Educational Foundation at their 13<sup>th</sup> annual banquet last Saturday evening.

Reviewed the broad goals for Strategic Planning: 1) Human Resources, 2) Physical Resources, 3) Information Resources

Any staff who would like to be on a committee is welcome. We would like a couple of community people to be on each committee.

VII. Adjournment-Bond made motion to adjourn, White seconded the motion and all said "aye" to adjourn at 7:15 pm.

Respectfully submitted by Marilyn Huff