

GRAND COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
Tuesday, October 11, 2011, 5:30 PM
ADMINISTRATION OFFICE

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

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

Public present: Maura McKnight

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

- I. Amendments to and Approval of the Agenda
Knerr made a motion to approve the agenda, Fay seconded the motion and all said "aye" to approve.

- II. Board Minutes, Correspondence and Public Comment
Knerr had a correction, the first bullet under Facilities should leave out "he"
Berger had a correction, under the budget discussion it should say "2011" budget.
Miles made a motion to approve the corrected minutes, White seconded the motion and all said "aye" to approve.

- III. Reports
 - A. Executive Director- Wilcox said that Kristen Lodge, who worked at both the Fraser Valley and Granby Libraries, has been hired full time at Sky Hi News. She said that Matt Sutton will have tale to tell about beaver dams.
 - B. District Departments
 1. Finance – Berger said that the Board needs to approve the signatures on accounts at Grand Mountain Bank; it will be added as Action Item C.
 2. Technology- Kilgas said the technology budget is on track right now. Statistics for computer use is down 30% from last year and wireless is down 11%, some of this is due to Fraser Valley Library's closure. There was discussion about a trend for people to use their own devices. Kilgas said this is something to pay attention to, we have 45 public computers and it could be possible the money would be better spent in some other way and we could possibly repurpose some of the computers such as another OPAC, for a business center, etc.

Respectfully submitted by Marilynn Huff
Approved by Board 11/15/11

3. Public Services/Youth Services- Ralph went over the staff satisfaction survey; she said some questions were taken from the Steven Covey website. 22 people took the survey; some questions weren't applicable to everyone so those questions were skipped. Most staff felt we work well together, we hold each other accountable; have high standards and good relations with supervisors. Areas of weakness were that staff is pulled in too many directions, the administration responding to the branches needs improvement and information needs to be clearer when launching projects. Management and leadership- most of the staff is satisfied with leadership, stress levels are at acceptable levels, managers handle problems well and staff can be honest with each other. McCoy visited Fraser Valley elementary to announce the Scary story contest. She said they have received some great stories. Staff is doing great in training.
 4. Library Resources- Mikol said she is ready to put in first OverDrive Advantage e-books order, \$500. Pricing for e-books is \$25-30 for bestsellers and there is an additional cost of \$1.50 each for MARC records. Kindle users can now check out OverDrive e-books, when they come due Amazon gives you a chance to buy the book. To see the Advantage titles you need to login on the OverDrive website.
 5. Facilities-Sutton said there is a beaver dam issue in Fraser. He said he is working with the town to solve the problem. It is an ongoing fall project. Honeywell should complete their proposal next week for Granby's HVAC. Slabs have been poured in Kremmling and Sutton said he will complete the grading that is needed.
- C. Branch Managers
1. Kremmling- Bruchez talked about Kremmling's Outreach program. 8-9 people are participating, they each fill out a form to tell what they like (large print books, movies, audio, etc.), and then staff delivers the items to them. Shelly Mathis and Emily Pedersen work on the program together. Wilcox suggested they keep statistics. Miles suggested it would be a good story for the newspaper. Bruchez said they have an information brochure she will send to everyone.
 2. Hot Sulphur Springs- Horn said the new table and chairs are in. They moved the DVDs and took the shelves off the wall; the LCD screen will be on that wall. The Pie Sale is November 22.

3. Juniper- Luton said there is uncertainty about having any Scary Story contest entries since the Grand Lake elementary school closure.
4. Granby- Kristen Lodge resigned so they are looking for a 20 hour Library Services Specialist.
5. Fraser Valley- Linda Cook has been hired to take Kristen Lodge's place. The December 7th Progressive Dinner will have 3 routes. There is a presale for tickets on November 2nd; Friends members can buy 2 tickets by emailing Sue Haith. Regular ticket sale starts at noon on November 9th.

IV. Ideas for future action

V. Action Items

- A. Approval of 2012 Preliminary Budget- Knerr made a motion to approve the 2012 preliminary budget, Jensen seconded the motion and all said "aye" to approve. The budget will be in the paper, on the website and available in the branches and at the administration office.
- B. Approval of RESOLUTION 2011-10-01, A RESOLUTION SETTING A COMMITTED FUND BALANCE CREATING THE ECONOMIC STABILIZATION FUND Bond read the resolution, Miles made a motion to approve the resolution, White seconded the motion and all said "aye" to approve.
- C. Signature cards for Grand Mountain Bank- Should all trustees be signers. The consensus was that it is helpful to have many signers.
Jensen made a motion to make this an Action item, White seconded the motion and all said "aye" to approve.
All of the trustees and 2 staff members, Mary Anne Wilcox and Shelly Kilgas, will be check signers. For the Money Market account Wilcox and Kilgas as well as the Board president and treasurer are signers.
Knerr made a motion to approve, Fay seconded the motion and all said "aye" to approve.
Everyone filled out the forms and signed them.

VI. Information Items

- A. Maura McKnight- Bond presented McKnight with a gift in appreciation of her work on the Board.
- B. GCLD Mobile App for the Library: Demo- It is a library for the smart phone. It was launched a week ago, but we started the process in May. Kilgas said it is a good app, and a step in the right direction. It includes: Library hours, My library account,

you can search for an item, download an e-book or an e-audiobook, look for library programs and events, library contact information, go to the library website and Facebook.

Why? Statistics show there are 82 M smart phone users in the U.S. and it is growing by 10% quarterly and it serves the e-customer.

Customers scan the QR code and it takes them to where they can download the app or they go to their app store and search for Grand County Library. Any promotion we do will include the QR code. Kilgas has shown staff the mobile app and it will soon be introduced to the public in an e-newsletter. Some additional features that would cost more than our \$3000 investment: smart pay, book look- you can scan ISBN to see if the library has the book, book check- check out items with your smart phone, a tighter integration with OverDrive. There is a screencast at the bottom of the page at staff.gclld.org. It will be revised and launched to the public when everything is working properly.

At 7 pm staff left the meeting.

VII. Board Self-Evaluation Workshop

VIII. Adjournment- Knerr made a motion to adjourn, White seconded the motion and all said "aye" to adjourn at 7:54 pm.