Grand County libraries: linking people to boundless opportunities
GRAND COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular July 17, 2018
5:30 PM
Fraser Valley Library
421 Norgren Rd., Fraser, CO 80442
Approved Board of Trustees 08/21/2019

Minutes

Trustees present: Sally Leclair, Jim Sloan, Marcus Davis, Max Frazier, Bambi Statz, Darcy Schlichting, and Kim Cameron
Staff present: Stephanie Ralph, Tara Thompson, Jeanie Johnson, Cindy Schinzel-Hald, and Anna Szczepanski
Public Present: Marla Gall, Merilyn Hunter

I. Call to Order and Consideration of Trustee Absences
   All trustees are present. Leclair would like to acknowledge the presence and absences of trustees at each meeting. Sloan moved to accept results of the roll call, Frazier seconded, all approved motion carried.

II. Amendments to the Agenda
   Leclair called for a motion to amend the agenda to move Agenda item VI.I (Preliminary discussion on the GCLF/GCLD MOU Proposal) to follow Agenda item VI. D (Report from the July 6th Finance Committee Meeting. Frazier so moved, Statz seconded, all approved, motion carried.

III. Approval of the Agenda
   Statz moved to approve the amended agenda, Davis seconded, all approved, motion carried.

IV. Consent Agenda:
   (The items under “Consent Agenda” are a group of items to be acted on with a single motion or vote. This agenda is designed to expedite the handling of limited routine matters by the Board. A Board member may request that an item be removed from the Consent Agenda and will state when the item will be discussed in the meeting or tabled to another meeting. The removal of an item will require a second and a majority vote of the Board. Items on the Consent Agenda will be voted on by a single motion, second and non-roll call vote.)

   A. June Board Minutes
   B. Correspondence
   C. Check Register and Expenditures-May
   D. Finance – June Budget to Actuals and Balance Sheet
      Leclair called for a motion to approve the consent agenda, Sloan so moved, Statz seconded, all approved, motion carried.

V. Reports
   A. Friends of the Grand County Library, Inc.
      Marla Gall, President, reported that the Grand Lake Book Sale just finished Sunday, so no figures are available yet. Tops of the Rockies, July 7, not finalized

Respectfully submitted by Jeanie Johnson, Recording Secretary
but seems that Friends grossed around $37,000. 4th of July book sale realized about $1700. Next event is silk scarf painting party in August. People are very excited about the library and want to know how money is spent.

B. Grand County Library Foundation
Ann Douden is excited about formally welcoming Kari Moe and Carrie George to the Foundation. Kari Moe joined just in time to become responsible for finances of GCLF, assuming the role of treasurer. Tara Thompson will meet with Moe who will attend the August meeting of GCLD Board. Douden attended the CO Gives Day training, hosted by the Grand Foundation. It was an opportunity to learn more, and network with other non-profits. Douden met a web developer, creator of Mountain Family’s website, who might be able to help with a branding “makeover.”
Foundation has retained legal counsel; David Hunter Miller. GCLF feels that they need to develop a formal contract with the attorney. Miller is a part-time resident in Grand County and it is his pleasure to donate his services as general counsel for the Foundation.
The next Foundation meeting is the first Tuesday in August, August 7, 10 am, Central Services Bldg.

C Public Comment
No public comment

VI. Information Items

A. Review by Executive Director of June GCLD Department Highlights and Statistics
Introduced Cindy Hald, LSS in Fraser Valley Library, sitting in for Jeanette who is unable to attend. Fraser Valley Library is finally getting its swamp cooler. Youth Radio with KFFR has been an exciting teen program, fantastic turnout with SRP, 16 teens have already finished, and the karaoke program was a hit.

Ralph discussed change in furnishings of FVL in response to zone count information. Steph learned that she has been named the 2018 James T. Walker Leadership Scholarship Winner by the SDA. Johnson shared a bit of information from SRP—registrations at 830, up from 655 last year. Spoke of a COHS student’s success in earning a high school diploma. The total number of books read by families enrolled in 1,000 Books Before Kindergarten is 81,200! Stats-library usage is above where it was in 2017.

B. Presentation on Library Resources Statistics – Anna Szczepanski--Discussed the management of collections and the total weeding project in the Fraser Valley Library

C. Six Month Financial Review - Finance Department – Tara Thompson
The budget accurately reflects the values of GCLD and we are within budget for the first half of the year. There is no recommendation for budget amendments at

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this time.

D. Report from the July 6th Finance Committee Meeting  
   a) Discussion on Donations and Granting opportunities  
      Davis reporting for Finance Committee (Davis and Statz)  
      Discussion on the Donation Policy with reference to the authority for  
      the writing of Grants  
      Ralph asked, about the approach for the finance committee for the  
      grant opportunities. Policy Committee will look into this.

E. Preliminary discussion on the GCLF/GCLD MOU Proposal  
   “Foundation is strengthening GCLD’s viability.”  
   Goals: supplementing tax income; foster innovative and educational  
   opportunities; managing foundation investments for the present and future of the  
   library $7,000 annual distribution from GCLF funds to GCLD before  
   Dec. 31. Discussion followed.

F. Report: Policy Committee. Discussion on proposed changes to:  
   Board By-Laws and Trustee Manual Board By-Laws ARTICLE II Section 7.  
   REMOVAL Cameron reported on process of dealing with absences. The Bylaws  
   do give some structure re. Absences and Removal. Wording “excused or  
   unexcused” can be replaced with “advance notice or with no advance notice.”  
   We do not have policy on how to remove trustees. Discussion followed with  
   Policy Committee coming back with further recommendations.  
   GCLD Policy Manual Section 8. Capital Equipment Loan and Disposal  
   Ralph stated that the district needs a way of dealing with equipment such as  
   computers that are obsolete. Sloan spoke to repair of loaned equipment.  
   Discussion about changes.

G. Report: Strategic Planning Committee  
   Frazier reported that a meeting was held on July 13. The committee is in the  
   beginning stages of reviewing core documents such as the Aspen Institute Report  
   on Libraries, and other core library documents. Want to have methods of  
   gathering opinions: surveys to stakeholders, library users, non-library users,  
   focus groups, etc. They want to contact and reach the general community  
   through kitchen table discussions, trustees being available in local libraries,  
   setting up a table at grocery stores to gather conversations, and meeting with  
   other community organizations. Strategic Plan may be created in five-year  
   segments, to be reviewed annually.  
   GCLD obviously needs a timeline for the strategic plan but Davis made the point  
   that due to the time limit, the SP Committee should first look at updating the plan  
   for 2019.

H. Upcoming Board terms and renewals 2018 and 2019  
   The three trustees that are coming up for renewal at the end of December,  
   2018, are Leclair, Schlichting, Statz, and Sloan. Trustees need to apply for  
   reappointment by not less than three months prior to last day of their term  
   Discussion on efficacy of board evaluation tool. Leclair will work on a

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committee; Ralph can use survey monkey with 1-5 choices and comment area. Could ask additional questions.

VII. Action Items
   No action items

VIII. Adjournment
Leclair called for motion to adjourn. Statz so moved, Cameron seconded, all approved, motion carried. The meeting adjourned at 8:17.

Respectfully submitted by Jeanie Johnson, Recording Secretary