Minutes

Trustees Present: Sally Leclair, Jim Sloan, Marcus Davis, Darcy Schlichting, Bambi Statz, Max Frazier, and Kim Cameron
Staff Present: Stephanie Ralph, Tara Thompson, Sue Luton
Public Present: Merilyn Hunter, Marla Gall

5:30 pm

I. Call to Order and Consideration of Trustee Absences
   Leclair called the meeting to order at 5:30 pm. No absences to be considered.

II. Amendments to the Agenda
   Davis moved to add to action items the adoption of Board Policy update to Article II, Section 7 regarding trustee removal, Frazier seconded, all approved, motion passes.

III. Approval of the Agenda
   Davis moved to accept the agenda, Frazier seconded, all approved, motion passes.

5:40 pm

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. July Board Minutes
   B. Correspondence
   C. Check Register and Expenditures- May and June
   D. Finance – July Budget to Actuals and Balance Sheet
      Cameron moved to accept the agenda, Schlichting seconded, all approved, motion passes.

5:45 p.m.

V. Reports
A. Friends of the Grand County Library, Inc.
Marla Gall presented the latest fundraiser information to the trustees. Silk scarf painting was attended by 16 participants. No events for two weeks, next event is the Friends Member and Volunteer Appreciation Party and Annual Meeting on Oct 27.
Ralph mentioned discussions surrounding an appreciation event for all the hard work done by the group for the library this year. Tremendous work!

B. Grand County Library Foundation
Sloan presented current information from the Foundation to the trustees. They are moving forward as they have retained a law firm and a certified public accountant. Meeting scheduled August 29 with Sloan, Thompson, and Moe regarding the financial responsibilities of the two entities and a transition plan. MOU is awaiting that meeting discussion.
Website design have been discussed as marketing and differentiation from the District and the FOGCL.
Next meeting of the directors to be held September 4 to discuss 2019 budget.

C. Public Comment (Please refer to Protocol for Public Comment at Meetings of the Grand County Library District Board of Trustees following this agenda.)
No public comment.

6:15 pm
VI. Information Items
A. Review by Executive Director of July GCLD Department Highlights and Statistics, Report: Strategic Plan: Six month review
Ralph presented the latest GCLD news including personnel changes and updated statistics regarding library usage.
Ralph presented trustees with strategic planning information including GCLD usage, library trends, and potential areas of priority with the goal of developing a 2019 strategic plan. Where can we improve and where are the gaps are questions to answer. Ralph will place questions into a Survey Monkey for the trustees to complete individually. Strategic Planning committee will gather thoughts and develop the plan to present to the board as a whole.

B. Drawing for the Teen and Adult Summer Reading Prize winner.
Leclair drew prize winner for the adults: Carol Culbreath of Kremmling
Statz drew prize winner for teens: Brooke Bailey of Granby

C. Discussion on Trustee re-appointments
Leclair has received re-appointment letters from Sloan, Schlichting, Statz. She has not submitted a letter for her term ending January 2019 but does intend to re-appoint.
Discussion surrounding re-appointment committee ensued with 4 of 7 trustees for consideration. Leclair appointed Davis as chair and Frazier as committee member. Ralph will place the trustee re-appointment tool along with comment boxes into a Survey Monkey format for each trustee to complete a self-evaluation as well as every trustee to complete for those up for re-appointment by September 7th. Results will be compiled by committee and chair will discuss
with Leclair. Re-appointment recommendations will be made at the regularly scheduled September 18 meeting.

D. Policy Committee Proposed Changes:
   a) Policy Manual Article II, Section 7. Removal of Trustees
      Discussion regarding removal as it relates to Colorado Revised Statutes ensued. Will submit proposed changes to legal for review and acceptance.
   b) Trustee Re-Appointment Tool
      Policy Committee had no recommended changes at this time. Discussion by the board as a whole regarding a possible update occurred under item C. Will evaluate with current tool for 2018 and policy committee will review upon completion of current re-appointments for updates for future re-appointment.

E. 2019 Preliminary Budget
   Thompson gave preliminary revenue figures based on actual values and taxable values for budget development. With actual growth of Grand County up 12% and the current Gallagher Amendment residential rate reduction, that translates to .08% increase in taxable value that the district derives it’s property tax revenues from. This is based on values dated August 1st and the assessor submits the formal notification of value August 25. Thompson feels that with the added value this will mean additional revenue from taxes in the amount of $17,000. She feels the current operations can be sustained with current revenues but asked the trustees to consider a balanced budget versus use of reserves. Overwhelmingly the trustees were of the opinion to save reserves, continue with current operations within the revenues received. Thompson also mentioned the budget for the Foundation still being GCLD’s responsibility and she will work with Moe, Treasurer, to develop the budget for GCLD finance committee to consider. Davis mentioned GCLD is currently a budget driven strategic plan as additional guidance for that committee as they begin their work.

F. 2018 Annual SDA Conference Registration-Keystone, CO Sept 12-14
   Ralph and Thompson will attend on behalf of the GCLD staff and Davis will attend on behalf of trustees.

VII Action Items
   A. Policy Manual Section 8. Capital Equipment Loan and Disposal
      Statz moved to accept with amendment to replace Director of Technology with Director of Finance, Cameron seconded, all approved, motion passes.
   B. Policy Manual Article II, Section 7. Removal of Trustees
      Sloan moved to accept as presented pending legal review, Davis seconded, all approved, motion passes.

VIII Adjournment
   Leclair entertained a motion to adjourn. Cameron moved to adjourn meeting, Schlichting seconded, all approved, motion passes. Meeting adjourned at 7:05 pm.
The Board reserves the right to add or delete items of business and to change the order of business as needed. The Board welcomes public participation in the meetings. If specific accommodations are needed, please contact the Director, Stephanie Ralph, at 887-9411, ext. 101 or e-mail sralph@gcld.org at least 48 hours in advance of the meeting.

Protocol for Public Comment at Meetings of the Grand County Library District Board of Trustees

The following policies shall apply to the Public Comment portion of the agenda at all regular monthly meetings and special meetings of the Grand County Library District (GCLD) Board of Trustees:

1. A specific start and ending time for public comment will be included in the agenda for the meeting, as determined by the President. The notice of meeting will conform to any requirements of the bylaws of GCLD.
2. Persons wishing to provide public comment must sign a sign-up sheet prior to the start of the public comment period of the agenda, and provide their name, mailing address, telephone number, the name of any affiliated organization for which they have been authorized to provide comment (if any), and the general topic or issue on which they desire to comment. A copy of this protocol will be available with the sign-up sheet.
3. Each person will be allowed 3 minutes to provide comment.
4. Board members will listen to comments, and not interrupt or otherwise respond to comments. At the close of the public comment period, board members may direct questions or comments to the President. The issue may be resolved at the meeting or direction given for follow-up.
5. Personal attacks on board members or others, comments that are or would tend to be considered profane or otherwise unacceptable, and issues involving current or former employees and their employment status or relationship to GCLD are not appropriate for comment, and may be halted and excluded at the discretion of the President.
6. The President will reasonably accommodate the needs of persons with a disability in providing comment; provided, however, that the person needing an accommodation must make a request for such accommodation, directed to the Library Director, no later than 48 hours prior to the scheduled commencement of the meeting.

created 10-14-03, revised 3-22-04, revised 12-14-10 revised 03-21-2017