

Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY DISTRICT

BOARD OF TRUSTEES

Regular Meeting

Tuesday, April 16, 2019

5:30 PM

Granby Library

55 Zero St., Granby, CO 80446

Minutes

Trustees: Sally Leclair, Jim Sloan, Darcy Schlichting, Marcus Davis, Kim Cameron

Staff: Polly Gallagher, Tara Thompson, Jeanette McQuade

Public: Merilyn Hunter, Marla Gall

- I. Call to Order and Consideration of Trustee Absences
Bambi Statz and Max Frazier absent
- II. Amendments to the Agenda
- III. Approval of the Agenda
 - A. Motion to approve
Motion to approve April Agenda as presented.
Marcus Davis motion; Darcy Schlichting 2nd
All approve.
- IV. Consent Agenda
 - A. March 15 BoT Workshop Minutes
 - B. March 19 BoT Minutes
 - C. Correspondence
 - A. Letter shared from Tallie Gray
 - B. Letter shared from Aleta Fantoni
 - D. Check Register and Expenditures for January & February 2019
 - E. Finance - March Budget to Actuals and Balance Sheet
Motion to approve April Consent Agenda as presented.
Jim Sloan motion; Kim Cameron 2nd
All approve.
- V. Reports
 - A. Friends of the Grand County Library, Inc.
Marla Gall: Gearing up for summer – job assignments for Top of the Rockies (July 13 at 5:30 pm) and pancake breakfast in Kremmling have been designated. Book sales are continuing. Friends are in need of board members from 2 in Granby and one in Kremmling.
 - B. Grand County Library Foundation

Upcoming workshop on May 7 to develop strategic plan.

C. Public Comment

NA

VI. Information Items

A. 2018 Financial Audit

Paul Bacchus and Mike Sherran from McMahan & Associates, LLC completed 2018 financial audit. Process: engagement letter, review previous year's financial statements, read BoT minutes, request letter to obtain financials and review trend lines, look for unusual items (if so then audit procedure), review components (Foundation), internal control (signors, access), then develop audit plan.

District financial statements are GCLD, the recommendations are ours. The report is shared on your website, with bond holders, banking relationship, CO state agencies, granting entities.

Overall, audit went smoothly. Nothing has changed. Estimates for depreciation and collections are reasonable. We had no difficulties while performing the audit. There were no misstatements discovered demonstrating that the financial information available to the board is accurate.

Governmental Accounting Standards Board (GASB) has issued Statement 87 that is requiring some changes to be implemented beginning Dec 15, 2019 that may require a change in wording on lease agreement.

The final report should be in hands by next meeting for BoT signing and acceptance.

B. Review by Director of Public Services of March GCLD Department Highlights and Statistic

Focus in March for Admin staff was on finalizing development of Dewey (repository for documents), preparing for All Staff Training, and reviewing policy manual. All staff training focused on the tools available to our staff and opportunity to explore, further understand, and make useful as well as developing teams to tackle district wide needs (school age reader advisory, outreach, and marketing standards).

Branches have been hosting well received programs including Cybersecurity (Kremmling) and mountain lion (Fraser). Tech for teens has been offered throughout district; however HSS and Kremmling both offered programs specifically during spring break. Appreciation to *Sky Hi News* and *Grand Gazette* for their coverage of library news.

C. Strategic Plan Q1 Update

We have done well to meeting our Quarter 1 strategies. We have been particularly successful with outreach and collaboration. Our goal regarding tech programs is desired across the district. We are working to set up a Teen Navigator program (Quarter 1 goal) but have run into difficulty with support from MPHS. The other area of concern has been with our Jumbotron platform in attempting to create a greater rotation. Anthony will be taking down the website 4/17 to attempt a fix. Overall, moving forward based upon our plan.

D. Town of Grand Lake Presentation confirmed for May 13 at 5pm
Max Frazier will attend as Trustee Representative.

E. SDA Regional Conference on Friday, June 14, in Granby
Sally Leclair, Marcus Davis, Kim Cameron plan to attend. Jim Sloan will attend through fire department.

F. GCLD Policy Manual review

Final changes

- 3.11 Library Use by Children paragraph 3 identify One for Fun card from just “card”
- Donation Policy: Financial Policy Committee will delve into an in-kind donation/designated funds policy to discuss any tweaks or editions to best serve our community
- 3.14b One for Fun will be used as terminology rather than twelve and under card.
- Remove Appendix A as strategic plan is available online and Appendix E as CRS is referenced in manual.

Discussion regarding whether to approve or wait for final copy occurred.
Motion to GCLD Policy Manual with the changes made to an action item.
Darcy Schlichting motion; Jim Sloan 2nd
All approve.

G. Executive Session 24-6-402(4) (f) C.R.S. Personnel matter regarding negotiations and possible appointment of the Executive Director
Motion to correct agenda to Executive Session 24-6-402(4)(f) CRS Personnel matter regarding negotiations and possible appointment of the Executive Director.

Marcus Davis motion; Darcy Schlichting 2nd
All approve.

Motion to move into Executive Session 24-6-402(4)(e) CRS Personnel matter regarding negotiations and possible appointment of the Executive Director.
Marcus Davis motion; Darcy Schlichting 2nd
All approve.

7:38pm moved to Executive Session.

Motion to return from Executive Session at 8:03pm.

Marcus Davis motion; Darci Schlichting 2nd
All approve.

VII. Action Items

Motion to approve GCLD Policy Manual with corrections.

Jim Sloan motion; Marcus Davis 2nd

All approve.

VIII. Adjournment

Kim Cameron motion to adjourn 8:04pm; Darcy Schlichting 2nd

All approve.

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.