MINUTES

Trustee: Sally Leclair, Jim Sloan, Darcy Schlichting, Marcus Davis
Staff: Polly Gallagher, Tara Thompson, Jessi Burns, Sue Luton
Public: Marla Gall

I. Call to Order and Consideration of Trustee Absences
   5:29 p.m. Sally Leclair
   Bambi Statz and Kim Cameron absent

II. Amendments to the Agenda
    No amendments to the agenda as presented.

III. Approval of the Agenda
     Motion to approve agenda for Tuesday, September 17, 2019.
     Darcy Schlichting motion; Jim Sloan 2nd
     All approve

IV. Consent Agenda:
    A. September Board Minutes
    B. Correspondence
    C. September Budget to Actual and Balance Sheet
       Motion to approve consent agenda as presented.
       Marcus Davis motion; Darcy Schlichting 2nd
       All approve

V. Reports
   A. Friends of the Grand County Library, Inc.
      Marla Gall: Friends pledges $20K to the District in 2020, as well as other
      grants (such as Bessie Minor swift). The decision was to pull back and
      conserve for 2020 because of a $7K shortfall in revenue this year. The pledge
      is for $5K for collections and $15K for programs. The Dean Public House
      fundraiser was successful with lots of people there. The Friends annual meeting
      is on Oct. 19. The annual pie sale will be in November. Anna Szczepanski is
      organizing the annual progressive dinner, this year on December 4 (the first
      Wed. of December); tickets will be available for purchase soon.
   B. Grand County Library Foundation
Jim Sloan: The Foundation recently transferred to District $60K+ in restricted category. Currently working on the 2020 budget, as well as working to rebrand the Foundation. Sally Leclair: Foundation members attended the Grand Foundation’s Grand County Gives meeting. Around 23 nonprofits chose to be involved this year. The Grand County Gives rally will be on Dec. 3, it will start in Kremmling, stop at the County Commissioners meeting for a proclamation reading, and then move throughout the rest of the county. It is a requirement to participate in the rally to qualify and be part of Grand County Gives.

C. Public Comment
   Opened at 5:36 p.m.
   None at this time
   Closed at 5:37 p.m.

VI. Information Items
   A. Review by Executive Director of September GCLD Department Highlights and Statistics
      Polly Gallagher: Kids are back in school. The theme we're promoting at branches right now is Fall into a Good Book. The artwork displayed at the Fraser Valley Library has been well received by the public. FVL is also working on some outdoor programming, including Know Before You Go. The Hot Sulphur Springs and Kremmling Libraries have Scary Story contests. Juniper Library hosted Virtual Reality Sessions and a Sons of Norway Program. We also recently finished the latest installment of the Great Decisions program. Granby and FVL are both currently offering one-on-one tech support to patrons; these programs have lower participation simply because they are one-on-one, but have a very high impact. So far this year, we’ve seen high circulation, at or near the same level as last year, with an increase in demand for digital resources; be aware that stats were done differently last year so it may look like a drop. September was National Library Card Sign Up Month, and we saw 102 new cardholders. Met with the new County Manager, Kate McIntire, to more fully understand the relationship with the County Commissioners and the process of letting them know when we have an open Board of Trustees position; Kate asked about the library’s budget and how our process works. Admin team continues to work on the master emergency plan for Hot Sulphur Springs. Facilities is working on fall building inspections and IT finalizing computer replacements. We received a warrant for surveillance video which ties to privacy and the policies we are currently developing. The Finance Committee held two meetings to review proposed budget. Variety of staff have been attending several different conferences.
   B. Board Training Reports
      a) CALCon
         Staff member Shelly Mathis and Board Members Bambi Statz and Jim Sloan attended. Jim Sloan: Thought the conference was well attended overall. One helpful item was a “cheat sheet” for trustees
where they outlined beneficial topics specifically for board members. It was good to hear from other districts to hear what they are facing and their challenges. One big takeaway was to make sure that all policies are up to date. Polly Gallagher: The networking at the event was very valuable.

b) SDA
Staff members Tara Thompson and Polly Gallagher attended; Board member Marcus Davis was unable to attend at the last minute. Polly Gallagher: Spent time focusing on sessions related to leadership, operations, and marketing. Some questions related to board minutes and observed differences. First, need to make sure we identify times for open and close of public comments. Second, encountered a question about if the minutes should reflect comments made by specific Board members or simply put “The Board” in general. Marcus Davis: For transparency, it makes sense to include specific names. Sally Leclair: The Board will take this under consideration for a decision in the future. Tara Thompson: Focused on HR-related sessions to make sure we are in compliance with the law, focusing on changing culture, and are employee focused.

c) Training schedule
Polly Gallagher: Question about which Board members should attend which conferences in the future. The thought is that all Board members are budgeted to attend regional SDA, have new Board members attend the full SDA in their first year, and then in their second and third years rotate attending CALCon. Marcus Davis: This is helpful and makes is a regular schedule/rotation. It also makes it easier to budget. Jim Sloan: Prefer that this is not a set policy, but is encouraged, but not necessarily required.

C. Evaluation
a) Trustee Self-Evaluation
Sally Leclair: Polly will send out a SurveyMonkey link for Board members to evaluate themselves. The surveys should be completed by November 5, so they are ready by the next meeting on November 19. Darcy and Sally will tally the answers.

b) Executive Director 6-month review
Sally Leclair: Polly has been in the Executive Director role for almost 6-months, so it’s time to conduct her first review. This will happen at the November meeting. We didn’t set specific goals for her, but we want to have a conversation about what is going well and organizational goals. We will conduct a more formal review at her one-year anniversary. Marcus Davis: Does the review need to happen during Executive Session? Polly Gallagher: Doesn’t mind having her review open and during the regular meeting. Sally Leclair directed Polly to think about professional goals, community relations, and board relations specifically. Polly will include the Executive Director job description in next month’s Board folder.
D. Trustee appointment update
   a) Notice of vacancy for at-large position effective Jan 1, 2020
      Sally Leclair: There will be a vacancy for Kim Cameron’s position effective January 1, 2020.
      Motion to move the notice of vacancy for an at-large position effective January 1, 2020 to an action item
      Marcus Davis motion, Jim Sloan 2nd
      All approve
      Jim Sloan: Received a letter and resume from someone interested in the District 2 vacancy. We will conduct and interview at next meeting.

E. Proposed Regular Meeting Schedule for the GCLD Board of Trustees for the Year 2020
   Polly Gallagher: Slight change to guidelines in postings for meetings. We will post online, but then also in all library branches. We share them with the county Clerk & Recorder, but it’s on them to post. Would like to keep the same rotation schedule, but change the locations by meeting at Juniper Library in May and then shifting the rest down. Board members agree and will address at the November meeting for action.

F. Proposed 2020 Holiday Schedule
   Polly Gallagher: Matched to the same holidays that we observed in 2019, plus two additional all staff training days. Will address at the November meeting for action.

G. Finance Committee
   a) 2020 Salary Schedule
      Marcus Davis: Prepared a new salary schedule to address how to stay relevant with staff salaries. Tara Thompson: The District paid a third party to conduct a salary survey analysis in 2016 as the then salary schedule wasn’t evenly applied across the District and the data was outdated. From that analysis we now use a total rewards model as our compensation philosophy. This looks at an employee’s total compensation package – base pay, professional development, benefits, etc. Completed the salary analysis internally in 2019 to see if our wages remained current or determine the need to adjust. Average market rates are demanding 4% increase to staff pay. Entry-level and top-level positions saw the greatest increase in the market with no decreases proposed. A new salary schedule was recommended based on market data and internal equity considerations, average 4% increase to range midpoints. Risks associated with this are this is cyclical so we continually need to reassess, minimum wage considerations, market changes, public and staff perception. In addition, average tenure of our employees is 7 years, yet most staff fall only in quartile one or two and that we are limited in ever achieving market rate as most employees are only .95 FTE. Ask is for the Board to adopt the new schedule at the November meeting. Darcy Schlichting: Is the baseline wage for
lower grade positions a livable wage? Tara Thompson: We are considered a resort community in which the analysis was compared to, livable compared to market yes, in Grand County specifically? Marla Gall: Expressed concern. Marcus Davis: Wanted to see what the going rate is for the job descriptions we have. We have to stay relevant for our staff and maintaining appropriate pay for the individual performing the job. Conducted the first analysis in 2016 to get staff on par to what they should be paid. It’s up to the Executive Director to determine where each employee should fall within their pay range. We can perform these analyses every three years or more regularly, but we are only three years in to this new philosophy. Finance Committee recommends adopting the new scale and then closely monitor over the next two years.

b) Presentation and discussion on the proposed 2020 Budget for public posting

Tara Thompson: For the District’s 2020 budget considerations, we are estimated to see a 19.3% increase in property taxes. With this comes a net operating income increase, adding to the fund balance of about 17%. The proposed 2020 budget is based on what was approved for 2019. Personnel will see an increase based on the new salary schedule, which will be a tiered implementation. Non-exempt staff will be moved to their position on the new scale, as would tenured salaried staff. Salaried staff who have been in their position less than one year would be moved to the new scale at their one-year positional anniversary. We expect to see a decrease in sub costs, and an increase in travel costs. Flipped the amounts in education/consultants with tuition reimbursement so that more staff have the opportunity to take advantage. Built in the costs for programming to the budget, so the Board will be supporting programs regardless of what the Friends’ monetary contribution is. Based on demand, propose increase to library materials and technology. Computer replacement costs are captured under operations, not reserves and currently need an increase of 11 workstations. Proposing decrease in courier services, as well as in facilities. Added $30,000 to professional services in order to conduct a community survey to determine what the community desires from the library. Decrease in other expenses because of the removal of the Friends-specific line item. Overall, seeing an increase to operating expenses of 5%, in addition to debt payments and capital improvements. The Foundation’s budget sees a slight increase in income and decrease in expenses, but no significant changes. Proposal to add about $422K to the bottom line of the budget. Marcus Davis: Highlight the big change this year is to keep the District sustainable and funded without relying on outside funding. Also very important that all hourly staff are bumped up to where they need to be in pay on January 1. Decided on a tiered
implementation because there would be a large budget impact if all salaried staff moved on to the new scale on January 1 so opted to roll it out in stages. Also committed to doing a community survey to help inform our next strategic plan, and need to have a plan to implement the survey results after we get them, so budget implications related to the survey are not included. We didn’t want to overinflate the budget without the data from the survey, but once we have the data first, we are committed to adjusting if needed. We also really want to assess our IT and make sure it is adequately funded each year. The biggest risk in the budget is for facilities capital improvements as there is no solid plan in place for the future. It’s nice that we are finally in a position where we can start to look at growth. Kudos to Polly for asking for what she did. It is well thought out in terms of growth, and highlights the need for larger merit raises in years 2 and 3 (off years from when a new salary schedule is implemented) for more steady growth. Tara Thompson: No questions from the Board, approve this for public posting and comment for the public hearing at the November meeting, and then adopt in December.

Motion to move the 2020 budget as it stands for public posting to an action item
Marcus Davis motion; Jim Sloan 2nd
All approve

VII. Action Items
A. Motion to post the notice of vacancy for an at-large position effective January 1, 2020
   Marcus Davis motion, Jim Sloan 2nd
   All approve
B. Motion to approve the 2020 budget as it stands for public posting.
   Darcy Schlichting motion, Marcus Davis 2nd
   All approve

VIII. Adjournment
7:25 p.m. meeting adjourned.
Jim Sloan motion; Darcy Schlichting 2nd
All approve