MINUTES

Trustee: Sally Leclair, Jim Sloan, Marcus Davis, Bambi Statz, Janet Thomas, Jeremy Krones, Darcy Schlichting
Staff: Polly Gallagher, Tara Thompson, Jessi Burns, Emily Pedersen
Public: None

I. Call to Order and Consideration of Trustee Absences
   5:31 p.m. Sally Leclair
   None absent

II. Resolution: Due to the Grand County Public Health Order strongly advising residents stay at home due to COVID-19 per the “Safer at Home” phase through May 26, 2020, Grand County Library District Board of Trustees meeting will be completed by teleconference or video conference. Trustees and the executive director may participate in such meetings which allows all persons to hear each other simultaneously. Such participation constitutes presence in person at the meeting for all purposes, including determination of a quorum and voting. Discussion of official GCLD business is not allowed on email accounts among three (3) or more Trustees.

III. Amendments to the Agenda
    None at this time

IV. Approval of the Agenda
    Motion to approve the agenda for Tuesday, May 19, 2020.
    Jim Sloan motion; Jeremy Krones 2nd
    All approve

V. Consent Agenda:
   A. April Regular Meeting Board Minutes
   B. Correspondence
   C. Check Reconciliations
      a) February Bank Reconciliation
      b) March Bank Reconciliation (through March 12)
      c) March Bank Reconciliation (through March 31)
      d) April Bank Reconciliation
   D. April Budget to Actual and Balance Sheet
    Motion to accept consent agenda as presented.
    Bambi Statz motion; Marcus Davis 2nd
    All approve
VI. Reports
   A. Friends of the Grand County Library, Inc.
      No update at this time
      Polly Gallagher: Due to COVID-19 impact, all Friends fundraising events have been cancelled through summer and the May meeting was canceled.
   B. Grand County Library Foundation
      Jim Sloan: The Foundation has not met recently and does not have a meeting planned for near future. No updates at this time.
   C. Public Comment
      None at this time

5:50 p.m.

VII. Information Items
   A. Review by Executive Director of April GCLD Department Highlights & Statistics
      Polly Gallagher: Highlighted various programs, accomplishments, and staff additions at each library branch. The audit was finalized. The Job Analysis Committee has spent lots of time job matching and job coding and is now figuring out how to implement the changes. There has been a drop off in participation in online programs. Summer Reading Program will start soon and be implemented mostly online. Currently quarantining materials for four days before putting them into circulation. Hosted a training recently with behavioral health navigators to work through de-escalation with patrons in case there are problems when the branches open up for computer use.
   B. COVID-19 Update
      Polly Gallagher: Grand County has put in variance request to the state for opening certain businesses, but has not been approved yet. There has still been a low number of cases in the county so the libraries are planning to gently reopen. We continue to look for local guidance from public health on how we open up.
   C. Meeting Calendar:
      a) Upcoming Board Committee Meetings
         • Finance: Scheduled for July 7.
         • Policy: TBD
         • Strategic Plan: Wednesday, June 17 at 1 p.m. May need to be rescheduled.
      b) SDA regional conference is currently being recorded and will be posted online. They have stated they will be free of charge to watch.
   D. Community Needs Assessment Survey
      Janet Thomas: The Community Survey was launched and we are starting to get results back. So far, it has been posted on Facebook, sent out through the library’s enewsletter, and an interview was given on KFFR. So far, approximately 400 surveys were started, 320+ were fully completed, and 70+ people said they would like to be included in focus groups. Currently looking for more men and non-English speakers to respond. There are plans
to do some ad buys on Facebook to reach more people, as well as to reach out to local young professionals’ groups and local golf courses. The interview script for interviews with stakeholders such as town mayors, commissioners, etc., has been finalized. Those interviews will start within the next week or two.

E. Library Policy 3.13.a Donation of Library Materials
Polly Gallagher: Reviewed revisions to the policy. Changes include specifically mentioning that physical items donated for the Library of Things will go through the Director of Library Resources. Continue to work through the concerns expresses by the Friends. Preference is that books are donated directly to the Friends and the Library District never has those items. The changes allow for the District to accept donations of materials to become part of our collections, and to pass materials that we no longer want as part of the collection to the Friends.

F. Library Policy 3.9 Privacy of Library Patron Records
Polly Gallagher: Reviewed the privacy policy. The goal of the policy is to identify what information is collected by us, what we use it for, if people can opt out, our process related to photo/video waivers, and our timeline for destruction of items. Policy Committee has vetted, as well as other Library Directors in the state. The recommendation now is to send the policy to the legal team for review.

G. Social Media Policy
Polly Gallagher: Reviewed the draft social media policy. The District does not currently have a social media policy, but Colorado State Library recommends having one in place. We do use Facebook so it was decided that we should create something. Main points to include are information on how people can interact with us on social media and guidelines for when we can remove comments or block commenters, which follow the already established Rules Governing the Library. The recommendation now is to send the policy to the legal team for review.

VII. Action Items
A. Accept the GCLD 2019 Financial Audit completed by McMahan & Associates.
   Darcy Schlichting motion; Marcus Davis 2nd
   All approve

VIII. Adjournment
6:24 p.m. meeting adjourned.
Jeremy Krones motion; Bambi Statz 2nd
All approve