Grand County libraries: linking people to boundless opportunities

Minutes

Trustees: Sally Leclair, Bambi Statz, Janet Thomas, Marcus Davis, Jim Sloan, Jeremy Krones
Absent: Darcy Schlichting
Staff: Polly Gallagher, Tara Thompson
Public: Marla Gall

I. Call to Order and Consideration of Trustee Absences

II. Resolution: Due to the Grand County Public Health Order strongly advising residents stay at home due to COVID-19 per the Grand County Public Health Standing Public Health Order issued June 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
No amendments to the agenda.

IV. Approval of the Agenda
Motion to approve agenda as presented.
Bambi Statz motion; Marcus Davis 2nd
All approve

V. Consent Agenda:
A. June Regular Meeting Board Minutes
B. Correspondence
C. June Budget to Actual and Balance Sheet

Discussion occurred regarding correspondence from Mr. Kough to the GCLD Board of Trustees regarding access to all Grand County Library District facilities. Gallagher requests working with the individual for resolution.

Motion to approve Consent Agenda as presented.
Jim Sloane motions; Jeremy Krones 2nd
All approve

VI. Reports
A. Friends of the Grand County Library, Inc.
   Marla Gall presented. Friends did not meet in July but will meet in August. Would like to receive request for funds from GCLD for committed funds. Current focus is on Annual meeting in October and how to host.
B. Grand County Library Foundation
Considering a face to face meeting in August.

C. Public Comment
Opened at 5:39 p.m. No public comment at this time. 5:40 p.m. public comment closed.

VII. Information Items
A. Review by Executive Director of June GCLD Department Highlights & Statistics
   An update provided highlighting Summer Reading Program participation and activities, a change in the organization of the Juvenile Easy Books as topic based, and behind the scenes work with Online Resource Committee, Facilities building audit, safety manuals, Job Analysis Committee, and implementation of new policies. We see a continued high use of digital resources, especially the access to The New York Times online, with the rise of physical material check out as it gently returns to pre-COVID-19 shutdown levels.

B. COVID-19 Update
   GCLD has added on browsing by appointment as well as in-person adult programming. Changes in our cleaning procedures, social distancing, and personal protective equipment have been effective in preventing the spread of COVID-19.

C. Meeting Calendar:
   a) Upcoming Board Committee Meetings
      • Finance: August
      • Policy: NA
      • Strategic Plan: August.
   b) SDA Conference (virtual) - September 23-25
   c) CAL Trustee Track (virtual)

D. Board Training: SDA Regional Conference Video
   Highlights shared included the what it means to be a trustee and the role and etiquette. Another area highlighted was the video focused on TABOR and Gallagher as an excellent resource for understanding.

E. 6 Month Strategic Plan Review
   Mid-year look at the strategic plan

F. 6 Month Budget Review
   Summary of the 2020 year-to-date. Collected 91% of budgeted revenue (93% tax revenue collected). Expense halfway through the year and are at 49% of our operating expense; employee expense is lower as are communications and programming as these have been impacted by COVID-19 pandemic. Our current capital projects expense is also in this category as focus moved towards COVID-19 projects. In looking toward estimated year end, we have a reduction of 3% in expenses. Based on this, it is believed that we will not to consider re-appropriation for operations, capital, debt, or Foundation.

G. Job Analysis Committee Report
   Job Analysis Committee representatives Tara Thompson and Emily Pedersen shared the results of the Job Analysis Committee. Staff centered approach to job analysis through questionnaires of what positions do, knowledge, skills, and abilities as well as responsibilities. Job descriptions were updated and edited and reviewed by staff members. Committee then reviewed labor market and what do we match to and who is a comparable market. Survey data was selected and then weighting of data. Reviewed mid-points for each match, internal equity, and then developed a drafted pay grade schedule. A communication tool was then developed explaining the process as well identifying the job matches and the weighting of the job matches. Through this process, two changes to positions were determined including the splitting of the Library Services Specialist has split into two positions, Library Associate and Librarian, based upon independence and responsibility. The second is the combining of the branch manager position into one position as the work completed by all branch managers requires the same skill, knowledge, and abilities. Trustees then shared comments regarding appreciation for committee’s work and recognition of areas for improvement. A concern expressed regarding small sample size as there are multiple positions that libraries have only one individual in a comparable position that may cause vacillation due to longevity rather than skills and ability. Request from Finance Committee to have further communication from board through executive
H. Donation
$1,500 donation for low vision/vision impaired offered by NW Colorado of Governments.
Motion to approve the acceptance of a donation
Janet Thomas motion; Marcus Davis 2nd
All approve

I. Community Needs Assessment Survey
Update provided by Janet Thomas for the Strategic Plan Committee. Survey was closed at the end of June. The focus groups and stakeholder input has taken place. Plan is to present draft findings in the August meeting.

J. Executive Director Evaluation Process
Sally Leclair shared the proposed evaluation system which would include 2 parts, written feedback from Gallagher specific to goals and the second would be the standing survey evaluation that would include option of unknown or not applicable as well adding feedback from branch managers and district office staff. Tentatively plan on survey to go out in October for completion in November and meeting in November.

VIII. Action Items
Motion to accept the donation of $1500.
Bambi Statz motion; Jim Sloan 2nd
All approve

IX. Adjournment
Motion to adjourn the meeting at 7:53 p.m.