

Grand County libraries: linking people to boundless opportunities  
GRAND COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting October 13, 2020  
5:30 PM

Location: WebEx Meeting Link  
Meeting Number (Access code): 126 363 7379  
Meeting Password: 28HsC33TvVs (28472338 from phones)

Trustees: Sally Leclair, Jim Sloan Darcy Schlichting, Marcus Davis, Bambi Statz, Jeremy Krones, Janet Thomas  
Staff: Polly Gallagher, Tara Thompson, Sue Luton  
Community: Representative from *Grand Gazette*

### Minutes

- 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  
None at this time.
- IV. Approval of the Agenda  
Motion to approve agenda for October 13, 2020 as presented.  
Bambi Statz motion; Darci Schlichting 2<sup>nd</sup>  
All approved.
- V. Consent Agenda:
  - A. September Regular Meeting Board Minutes
  - B. Correspondence - none at this time
  - C. September Budget to Actual and Balance Sheet

Motion to approve consent agenda.  
Marcus Davis motion; Jeremy Krones 2<sup>nd</sup>  
All approved.
- VI. Reports
  - A. Friends of the Grand County Library, Inc.  
None at this time.
  - B. Grand County Library Foundation  
Jim Sloan reported: Foundation met 10/12/2020. Reviewed 2021 budget as well as Colorado Gives preparation (December 8). Foundation has a new revenue stream, charitable stock donation. Individual can donate stock which is immediately sold and given to the Foundation as a cash donation. Next meetings are scheduled for 11/9 and 12/15.

- C. Public Comment  
5:36 p.m. opened, NA 5:36 p.m. closed.

## VII. Information Items

- A. Review by Executive Director of September GCLD Department Highlights & Statistics

80% of pre-COVID levels circulation of physical materials. We've seen an increase in new cardholders (3/4 of pre-COVID levels) and are hanging on at less than half of people entering the library. Digital resources continue to be popular. Library hours are gradually expanding.

We've arranged daily sanitation with our cleaners at HSS and Kremmling with Granby and Fraser Valley Libraries to have the change soon. Outreach and drive thru continue to occur. Outside programming continues including storytime, book discussions, and writer's group. Focus continues to be on alternate programs to go until number of cases puts us at safer levels. People have appreciated the ability to browse and use the study rooms.

Donor Wall Tiles has been re-invigorated with 3 new tiles engraved and ready for placement. STEAM kits are being checked out at the branches with an eye for what works and what doesn't. We've deployed new iPads throughout district and the new Read Alongs are continuing to see a high circulation.

Granby opened up a new pickleball court and we're now checking out pickleball sets from the Granby Library. Staff participated in the Youth Mental Health First Aid.

Considering new broadband over in Kremmling, potential to significantly increase the capabilities and speed. Emily and Shelly have continued outreach to West Grand schools and Cliffview. As well as a "book fair" in which table space in the children's section has been converted from play zone to topic specific resources to support learning at home. Emily's been included in morning announcements highlight GCLD and services offered.

HSS Library is the first back to regular hours and all of us at GCLD appreciate the creation of templates to bring back Scary Story district wide.

Fraser Valley Library highlights their community collaborations this month: Beginning of Year testing in Urban Community Meeting Room, drive thru readiness fest with Grand Beginnings, Mountain Family, and Horizons, and also the return of our county's mental health navigator meeting with clients.

Juniper Library opened its doors after Labor Day weekend and patrons are back in with monitoring of numbers to ensure social distancing. Much appreciation for office services and use of computers without appointment has been shared. Juniper has continued with digital storytime and positive response to the reading, singing, and dancing.

- B. Meeting Calendar:

- a) Annual Meeting is scheduled for December 8

- C. CALCON Highlights

Janet Thomas: Highlights from 2 sessions attended "Futurist Thinking" and "Community Dialogues". Futurist Thinking focus on strategic thinking and goal setting that can fluctuate with change and stay relevant. Community Dialogues focused on libraries as part of the shared economy, we have access to our community that other community entities might not have. By promoting connections and collaborations, we build stronger community supports.

- D. Appointment of Executive Director Review Committee

Evaluation Committee identified to include Bambi Statz and Janet Thomas. Evaluation form from 2018 will be used with data collected from trustees and manager/director GCLD staff. Survey is to be completed by November 6. November 17 is time for reporting out during executive session.

E. One4Fun Library Card

Based upon a review of the types of materials checked out by the 12-17 year old demographic, the Policy Committee recommends an expansion of One4Fun library card to include seventeen (17) and under from twelve (12) and under.

Motion to move to action.

Bambi Statz motion; Janet Thomas 2<sup>nd</sup>

All approved.

F. Strategic Goals & Measurement

Areas of focus presented for goal and objectives by Polly Gallagher identified three areas determined: diverse collections, greater access to resources & services, community resource & essential service for our community.

Diverse Collection: Having a diverse collection with access to materials from all over Colorado is a necessity to keep. Increasing digital resources, Library of Things collection, and Access Grand ticketing program.

Greater Access to Resources & Services: Providing greater access to resources and services is another noted need including hours, library without walls, and community partners.

Community Resource and Essential Service for Our Community: It is recognized that we have fabulous facilities that provide safe, comfortable space for studying, meeting friends, and central locations within towns. Capitalize on the location through marketing on being a central hub with a wide range of services from cultural to community

G. Proposed 2021 Budget

Finance Committee presented the proposed 2021 budget. Celebration at Finance Committee as review of past downsizing and cost saving techniques have put GCLD in a positive position to adjust operations in the face of a global pandemic, adjust strategic plan based on community needs assessment, and remain relevant as a 21<sup>st</sup> Century Library District.

Proposed budget is based upon the district budget philosophy of zero based, balanced, & sustainable. Areas of change: Job Analysis Committee work, equity in pay, state knowledge requirements; redefined spaces, state sanitation requirements, library without walls; diverse media, and programming for all.

There are some anticipated changes including revenue: formal notification of value released (October 6 when budget was posted), Friends of Grand County Library financial commitment, and Coronavirus relief grant funding. Expense: JACT final recommendations, vendor communications with renewal rates, and security failures and possible use of technology reserve. While budget has a 4% expense increase, it also brings over \$350,000 to fund balance. In looking towards future funding and the financial forecasting tool, the worst-case scenario with 5.88% RAR and zero Grand County property growth, puts us in a positive position until 2027 when we may to consider using reserves to once again fund operations.

Discussion took place regarding clarity in communication of budget changes, forecast placing GCLD in a positive financial position, and clarification regarding budgeting funds for a ballot if necessary.

H. Proposed 2021 Regular Meeting Schedule for the GCLD Board of Trustees

Polly Gallagher shared the proposed 2021 Regular Meeting Schedule which kept the same

rotation for libraries in the summer months as 2020 rotation to libraries did not occur due to COVID-19.

- I. Proposed 2021 Closures for Holidays & Staff Training  
Polly Gallagher shared proposed 2021 Closures for Holidays & Staff Training. The proposed calendar kept 2 days of staff training but shifted to Tuesdays to minimize disruption of service and staff time. July 4 will be recognized on Sunday, July 4.

VII. Action Items

- A. Public posting of the proposed 2021 GCLD Budget  
Motion to approve 2021 GCLD proposed budget for public review as presented.  
Marcus Davis motion; Darcy Schlichting 2<sup>nd</sup>  
All approved.
  
- B. One4Fun  
Motion to approve the expansion of the One4Fun to include individuals ages 17 & under.  
Jim Sloan motion; Jeremy Krones 2<sup>nd</sup>  
All approved.

VIII. Adjournment

Jeremy Krones motion to adjourn; Bambi Statz 2<sup>nd</sup>  
All approved.  
Adjourn at 7:35 p.m.