

Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
Annual Meeting, December 12, 2023
5:30 PM

Location: Granby Library or Zoom
Meeting ID: 863 4751 3182
Passcode: gMNz7j

MINUTES

Trustees: Sally Leclair, Jeremy Krones, Marcus Davis, Darcy Schlichting, Mike Johnson, Alan Walker, Jen Goertz

Staff: Polly Gallagher, Tara Thompson, Chris Newell, Michelle Grant

Public: Laura Jones, Kaydee Jensen

- I. Call to Order and Consideration of Trustee Absences
Meeting called to order at 5:30 p.m.
Sally Leclair made a special presentation to Marcus Davis, who is stepping down after this term.
Recusal notification – Jeremy Krones recuses himself during the Granby Rotary MOU discussion due to a conflict of interest.
- II. Amendments to the Agenda
None at this time
- III. Approval of the Agenda
Motion to approve the agenda as presented.
Jeremy Krones motion; Jen Goertz 2nd
All approve
- IV. Consent Agenda:
 - A. November Regular Meeting Board Minutes
 - B. Correspondence
 - C. October Check Reconciliation
Link goes to Oct. 2022 – there is a need to amend and correct the link
 - D. November Budget to Actual and Balance Sheet
Motion to approve the agenda as presented with the understanding that the link to the October Check Reconciliation needs to be corrected.
Darcy Schlichting motion; Alan Walker 2nd
All approve
- V. Reports
 - A. Friends of the Grand County Library, Inc.
No report this month.
 - B. Grand County Library Foundation
Darcy Schlichting reported. Annual meeting was held on Dec. 4. Colorado Gives event followed on Dec. 5. The Foundation received approximately \$5,000 in donations from this event. Edward Jones investor advisors came and spoke about planning for availability of funds; conservative funds and CDs were recommended.
 - C. Public Comment
No public comment at this time.

VI. Information Items

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

This month's review was short due to the business of the meeting. Please refer to the December Board Report for a detailed description of the month's events and highlights and reach out to Polly if there are questions or if clarification is needed on anything in the report. Highlights shared included the following items:

We are seeing an increase in a variety of services – circulation, attendance at programs, and use of library spaces. Board members shared positive stories they have heard from the community. Positive comments included Shelly's snowshoe event and Arthur's performance over at Fraser Valley.

B. Meeting Calendar

- a) January 9, 2023 – proposed board meeting a week early due to HB23-0001 budgetary impact for 2024.

C. 2024 Budget Update

A special legislative session was held by Governor Polis. Items discussed included property tax reduction consideration and funding for summer lunch program. Prop HH did not pass, and legislature stepped in to reduce property taxes with a slightly lower RAR and property values reduction of residential property by \$55,000 for one year. Assessors have until Jan. 3, 2024, to have projections to districts for 2024. Corrections will be made to the budget based on the projections. Mill levy must be certified by Jan. 10, 2024. Budget will be updated and certified at the Jan. 9 meeting. A Resolution will be presented to make funds available to operate the library district for first 10 days of January --Foundation and GCLD need to have appropriated funds to operate for the first part of 2024.

D. Fraser Valley Library Fire Line

The work is to replace the existing 26-year-old dry fire sprinkler system that was originally installed in the summer of 1997 of the original fire sprinkler shop drawings. This is very typical for a system of this age to need replaced. The attic space was and is required to have fire sprinkler protection because it is constructed with combustible materials. It is a dry system because the attic space is not heated. The labor rate is \$175 hr and the project will require a minimum of two people to install on site. Based upon the amount of material to replace the system on the survey from 7/31/23 and the original shop drawings and make the installation of the new system a little smoother, we have paid additional monies up front to have our shop fabricate the bulk of the pipe based. This will lessen the amount of pipe that is fabricated (cut to length) on site. The pipe is a combination of grooved larger main piping and smaller threaded type branch lines. This combination matches exactly with the original specifications of the original system. This is what was discussed with the FD by Matt Sutton. Two additional parts to this project are the Statement of Work Letter for the permit and the permit fee. Permit fees were not included in the original project budget. We will need to approve additional funds required to complete the project in 2024.

Motion to move to action the approval of an additional \$1,110 extension on prior approved budget for the fire line project statement of work letter.

Marcus Davis motion; Alan Walker 2nd

All approved

E. Proposed 2024 GCLD Board of Trustees Regular Meeting Schedule

The calendar was reviewed noting January 9 meeting change.

F. Proposed Slate of Officers

Marcus Davis and Sally Leclair met to discuss officers for the next two-year term. Proposed slate of officers presented:

Jeremy Krones – President

Jen Goertz – Vice President

Alan Walker – Treasurer

Darcy Schlichting – Secretary

Motion to move to action the proposed Trustee Slate of Officers as written.

Darcy Schlichting motion; Jeremy Krones 2nd

All approve

G. Senior Lunch and Learn MOU

MOU with Grand County Public Health, GCLD, and Mountain Family Center for continuation of funding and collaboration for the Senior Lunch & Learn

The program has grown and is very well received in the county. The BOCC has approved the funding for an additional year. The MOU presented in the packet is available and continues at the level of \$540 per location per month. Sally Leclair commended branch staff for fine tuning everything to make this a successful program. Attendees are making connections and looking forward to seeing acquaintances each month.

Motion to move to action to accept the MOU between Grand County Public Health, GCLD, and Mountain Family Center for continuation of funding and collaboration for the Senior Lunch & Learn as presented.

Marcus Davis motion; Jeremy Krones 2nd

All approve

H. Granby Rotary MOU

Jeremy Krones recused himself from the meeting at this time to present as a member of the community regarding Granby Rotary's use of the Community Meeting Room for their weekly meetings. There is a membership of 30 people at this point so Granby Library is a logical place to meet. Krones presented a list of items they would like to store at the library for their weekly meetings. Granby Rotary also exchanges money at their meetings as part of fundraising. They are asking for a waiver to Policy 3.17 to accommodate storage of materials and exchange of funds. They will continue to follow the process of requesting space through GCLD's reservation system. Granby Library's branch manager is in support of the MOU.

Motion to move to action the approval of the Granby Rotary MOU as presented.

Marcus Davis motion; Darcy Schlichting 2nd

All approve

I. Trustee Self-Evaluation Review

We had 100% participation from Trustees. Mike Johnson and Darcy Schlichting collected responses and summarized answers for the group. Good communication and trust between all Trustees and the Executive Director were identified. Comments were also made about Board training and meetings that are available and a desire to hold board group training as new trustees have been onboarded.

J. 2023 Year in Review

Gallagher provided a presentation to everyone highlighting progress on the Strategic Framework as well as the initiatives identified through the community needs assessment. Diverse collections and services– adding more digital resources and changed our processing to in house for new materials to enable us to get things into the hands of patrons as soon as possible.

Community Resource– radon tests, hygiene kits, etc. have been distributed. We are on organization's mind as a place to collaborate.

Access – successful programs and outreach outside the library are bringing people into the library. Programs are for everyone and are district wide. Implementation of Welcoming Environment Survey results including accessible furniture, adjustable tables for OPAC station, and automatic door have also been appreciated. Wayfaring signage has been ordered for Fraser Valley Library.

Kremmling Vision meetings continue. Demmon Design Studios has begun work on the Program Plan/Facility Master Plan.

There was some discussion regarding Career Online High School and desire to reengage population with this opportunity.

K. Trustee Interview

Interview of Laura Jones, Granby resident, for GCLD At-Large trustee position took place with Trustees taking turns asking questions, and Laura responding. Highlights noted in consideration of Ms. Jones included her new perspective, commitment to honesty, community connection, & teamwork, and interest in long range planning. There was discussion regarding next steps to fill the position.

Motion to move to action the recommendation of Laura Jones to the BOCC, pending background check, to fill the At-large A position beginning in January, 2024.

Jeremy Krones motion; Marcus Davis 2nd
All approve

L. Executive Session

Polly Gallagher requested that the executive session be postponed to after Action Items to allow those not part of the executive session to leave without missing the action items section of the meeting.

VII. Action Items

A. 2023-12-01 Resolution Setting the Regular Meeting Schedule for Grand County Library District Board of Trustees for the 2024 Calendar Year

Motion to approve Resolution 2023-12-01 setting 2024 BoT meeting calendar.

Marcus Davis motion; Jeremy Krones 2nd
All approve

B. 2023-12-02 Resolution Setting Closures for Holidays and Staff Development for the 2024 Calendar Year

Motion to approve Resolution 2023-12-02 setting 2024 closure for holidays and staff development.

Marcus Davis motion; Jen Goertz 2nd
All approve

C. 2023-12-03 Resolution for Supplemental 2023 Budget and Appropriations

Motion to approve Resolution 2023-12-03 approving 2023 amended budget and appropriations.

Marcus Davis motion; Darcy Schlichting 2nd
All approve

D. 2023-12-04 Resolution Setting a Committed Fund Balance Re-Establishing the Debt Retirement Reserve to Kremmling Library Building Reserve

Motion to approve Resolution 2023-12-04 setting committed fund balance for Kremmling Library Building Reserve from Debt Retirement Reserve.

Marcus Davis motion; Alan Walker 2nd
All approve

E. 2023-12-05 Resolution to Setting a Committed Fund Balance (Economic Stabilization Fund)

Motion to approve Resolution 2023-12-05 setting a committed fund balance for Economic Stabilization Fund.

Marcus Davis motion; Jen Goertz 2nd
All approve

F. 2023-12-06 Resolution to Appropriate Funds from Economic Stabilization Fund for January 1-10, 2024

Motion to approve Resolution 2023-12-06 to appropriate operating and special revenue funds from Economic Stabilization Fund prior to 2024 budget adoption.

Marcus Davis motion; Alan Walker 2nd
All approve

G. *Motion to approve the amended appropriation for the fire line project at Fraser Valley Library in the amount of \$1,110.*

Marcus Davis motion; Jeremy Krones 2nd
All approve

H. Slate of Officers

Motion to approve the proposed Trustee Slate of Officers as presented.

Marcus Davis motion; Darcy Schlichting 2nd
All approve

I. Senior lunch and learn MOU

Motion to approve the MOU with Grand County Public Health, GCLD, and Mountain Family Center for continuation of funding and collaboration for the Senior Lunch & Learn as presented.

Marcus Davis motion; Alan Walker 2nd

All approve

J. Granby Rotary MOU

With Jeremy Krones abstaining from the vote, motion to approve the Granby Rotary MOU as presented.

Marcus Davis motion; Alan Walker 2nd

All approve

Jeremy Krones abstain

K. Trustee At-Large

Motion to recommend Laura Jones, pending background check, to the BOCC to fill the At-Large A position beginning January 1, 2024.

Marcus Davis motion; Darcy Schlichting 2nd

All approve

VIII. Executive Session

24-6-402(4) (f) C.R.S. Personnel matter regarding the annual evaluation of the Executive Director

Motion to move into Executive Session at 7:09 p.m.

Jen Goertz motion; Alan Walker 2nd

All approve

Opened at 7:09 p.m. Closed at 7:37 p.m. No action taken.

IX. Adjournment

Motion to adjourn the meeting at 7:38 p.m.

Jen Goertz motion; Mike Johnson 2nd

All approve