

Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY

DISTRICT

BOARD OF TRUSTEES

Regular Meeting, May 21, 2024

5:30 PM

Location: Hot Sulphur Springs Library or Zoom

Meeting ID: 863 4751 3182

Passcode: gMNz7j

MINUTES

Trustees: Sally Leclair, Jeremy Krones, Darcy Schlichting, Alan Walker, Mike Johnson, Jen Goertz, Laura Jones

Staff: Polly Gallagher, Tara Thompson, Chris Newell, Emily Pedersen

Public: Paul Backes, Marla Gall

- I. Call to Order and Consideration of Trustee Absences
Meeting called to order at 5:34 p.m. by Jeremy Krones.
- II. Amendments to the Agenda
H. Corrected dollar amount stated in agenda should be \$20,000
- III. Approval of the Agenda
Motion to approve the agenda as amended.
Darcy Schlichting motion; Mike Johnson 2nd
All approve
- IV. Notification of a Conflict of Interest
Laura Jones disclosed that she is an employee of Grand County Historical Association and will be abstaining from the consent agenda vote since the Library purchased books from her employer. This purchase showed up as an expense for GCLD during the month of April.
- V. Consent Agenda:
 - A. April Regular Meeting Board Minutes
Recommended change to Attendance from April's Minutes. Judy Smith is a member of the Friends and should not be listed as Public. The change will be made to last month's Minutes.
 - B. Correspondence
 - C. April Check Reconciliation
 - D. April Budget to Actual and Balance Sheet
Motion to approve the consent agenda as amended.
Sally Leclair motion; Jen Goertz 2nd
All approve with Laura Jones abstaining from vote.
- VI. Reports
 - A. Friends of the Grand County Library, Inc.
Judy Smith asked Polly Gallagher to report. Kremmling Days is approaching on June 15-16. Friends will host a pancake breakfast and bake sale on both days from 7:30-9:30 a.m. Help is needed. Reach out to Judy if you are available.

- B. Grand County Library Foundation

Darcy Schlichting reported. Next meeting will be held June 4, 10 a.m. The group will be discussing a way to set up a donation system for the new Kremmling Library so that funds can be funneled through the Foundation.
 - C. Public Comment

None at this time
- VII. Business Items
- A. 2023 Financial Audit

Paul Backes with McMahan & Associates joined the meeting to present a summary of the 2023 audit. The audit process was explained in detail with the goal of ensuring financial statements are accurate and reliable. He reviewed the auditor's report that is used to showcase the condition of the organization including verifying bank statements, investment statements, and actions match policy as well as receivables are accurate. Paul provided an explanation of the Fund Balance sheets – summarizing assets, liabilities, net worth, and Capital assets. Essentially, the reports the trustees are receiving are reliable. GCLD spent \$4,184,993 including paying off the debt with \$1,505,000. This means GCLD had \$4.6 million available at the start of 2024. Trustees provided positive comments to Paul, Tara, and Polly for a job well done.

Motion to approve the 2023 audit as presented by McMahan & Associates.

Alan Walker motion; Mike Johnson 2nd

All approve
 - B. Hot Sulphur Springs Library Update

Emily Pedersen gave an overview of the things happening at the library. She mentioned the work of new Library Associate, Kaydee Jensen, who has worked hard to boost attendance at weekly Storytime. Kaydee also served on a CLiC and Connect panel about how she has boosted attendance. Shelly is also working in the branch on Wednesdays. Staff members have worked with Tallie to learn about and practice dynamic shelving practices. Small, but mighty – limited space in this location, but the dynamic shelving is paying off. Patrons are checking out those displayed items! Kids programs continue to be a success – trivia questions, movies, STEM kits, and just hanging out. Senior Lunch & Learn programs have been well attended in this intimate location, offered four times per year. Emily fielded questions from Trustees.
 - C. Review by Executive Director of April GCLD Department Highlights & Statistics

Gallagher summarized and highlighted events for the month of April. She also reported on the Colorado Public Library Directors meeting in Grand Junction and shared some of the unique programs and services

happening around the state. Tara ran an advanced care planning program for staff – difficult conversation to have with family members as part of a wellness series for employees. New events calendar and room reservation system has been selected – process will begin next week. Final revisions are being made to complete the Kremmling Library plan. Juniper Library’s design is being recognized by the Grand Lake Historic Society at their annual meeting on July 9 with the Historic Recognition Plaque. Hours added to Juniper and Kremmling. Book Madness is underway - GCCA and Homeschool students were added this year to engage all elementary students across the county. 4 Grand Book – bilingual storybook program where books were handed out to all 4-year-olds in the area. Capital projects – Fraser Valley furnaces have been installed; Libraries Transform Communities community feedback underway. State legislation – SB24-216 Standards for Decisions Regarding Library Resources; ultimately protects library workers and addresses the request for reconsideration process. Property tax legislation – SB24-233 Concerning Property Tax; we are de-Bruce; establishes property tax revenue limit, property valuation reductions, reimbursement of local governments, and property tax deferral program. Federal legislation – H.R. 7525 Special District Grant Accessibility Act passed; provides federal definition of special districts that allows access to federal grants. Chris summarized the upcoming Summer Reading Program – “Map Your Adventure” is for all ages birth through adult. Please consider participating.

D. Meeting Calendar

- a) SDA Regional Workshop: Thursday, June 13 at 8 a.m. – 12:30 p.m. in Granby
- b) Tuesday, June 18 at 10:15 a.m. – GCLD Annual Report to the Grand County Board of County Commissioners
- c) Tuesday, June 18 Board of Trustees Meeting at Kremmling Library
- d) Tuesday, July 16 at Board of Trustees Meeting at Fraser Valley Library

E. Public Library Annual Report Stats Booklet

Gallagher produced a summary/quotation facts sheet of PLAR for Trustees to use for sharing GCLD’s story and advocating for library programs and services. She explained how the document can be used and highlighted some interesting facts about GCLD.

F. Self-Service Library Survey Results

Gallagher shared results of the patron survey regarding the concept of a self-service library to be implemented in Hot Sulphur Springs – improve access and remove barriers. There were 24 responses, and Gallagher summarized the data collected. Trustees asked questions, and there was discussion regarding processes and costs that would be involved. Staff and community members provided comments regarding this model.

G. Accessibility Policy and Statement

Jen Goertz reported on committee work regarding GCLD's web accessibility policy and statement. A variety of statements were reviewed. The group worked off current models and developed a policy using state checklists for accessibility requirements regarding compliance standards. The new policy was developed, and it will go into GCLD's Policy Manual and will be posted on the website. Refer to the document included in the Board packet.

Motion to approve the Digital access policy as drafted by the Policy Committee.

Laura Jones motion; Darcy Schlichting 2nd

All approve

H. Juniper Library Trusses, Posts, and Facia Project

Pursuant to Finance Policy 4.6.e Bids, Proposals, and Quotes, a project to clean, sand, repair damage, and seal maintenance at Juniper Library exterior exceeds the \$20,000 threshold requiring board approval.

There is a project plan in place to provide maintenance to the exterior of the building. Matt developed a plan for vendors to review and provide quotes. The original log vendor backed out, so Matt needed to recruit a different vendor. Gallagher provided a summary of the potential vendors. Quotes have come in above the original \$25,000 budget created.

Currently, we have rough estimates from a variety of vendors. She recommended a local company we have worked with in the past, but the quote has come in at \$30,000 from the business RV Maintenance. There was discussion and recommendations were made including communication with the Town.

Motion to approve the quote provided by RV Maintenance for the scope of work provided to complete the log, post, and truss restoration project at Juniper Library in Grand Lake.

Darcy Schlichting motion; Jen Goertz 2nd

All approve

VIII. Action Items

Policy committee needs to meet regarding the change for the review process after Governor signs into law.

IX. Adjournment

Motion to adjourn the meeting at 7:52 p.m.

Sally Leclair motion; Mike Johnson 2nd

All approve