

Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY

DISTRICT

BOARD OF TRUSTEES

Regular Meeting, October 15, 2024

5:30 PM

Location: Granby Library or Zoom

Meeting ID: 863 4751 3182

Passcode: gMNz7j

MINUTES

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

Staff: Polly Gallagher, Tara Thompson, Chris Newell, Jeanette McQuade, Tallie Gray

Public: Cindy Schinzel Hald and 3 members of the public

- I. Call to Order and Consideration of Trustee Absences
Meeting called to order at 5:30 p.m. by Jeremy Krones.
All present. Conflict of interest was stated. Laura Jones is employed by Grand County Historical Association, a partner involved in the digitization project.
- II. Amendments to the Agenda
Motion to amend the agenda to move discussion of the Kremmling Library Update (Item G) after Preliminary 2025 Budget presentation (Item H).
Sally Leclair motion; Laura Jones 2nd
All approve
- III. Approval of the Agenda
Motion to approve the agenda as amended.
Darcy Schlichting motion; Sally Leclair 2nd
All approve
- IV. Consent Agenda:
 - A. September Regular Meeting Board Minutes
 - B. Correspondence
 - C. September Bank Reconciliation
 - D. September Budget to Actual and Balance Sheet
Laura Jones mentioned there was a typo in last month's Minutes. Serve should read serves. A replacement branch manager desk was purchased for Fraser Valley Library. The Fraser Valley branch manager's desk needs to be added to the assets for disposal listing. Tara Thompson asked the Board to entertain this request.
Motion to approve the consent agenda as amended.
Jen Goertz motion; Laura Jones 2nd
All approve

V. Reports

A. Friends of the Grand County Library, Inc.

None

B. Grand County Library Foundation

Darcy Schlichting reported. \$9,000 was raised in the past month in memory of Ann and Jim. A memorial page will be added to the website and will be left up for an extended period of time. The Foundation will need five appointed directors to comply; the group currently has two directors in place. Sally spoke to the lawyer and a quorum is in place, but it was recommended they continue to search for more directors. Viability of the Foundation needs further discussion. An article will be published in next week's Sky-Hi News with a broad request for individuals to consider joining the Foundation. A Friends and Foundation merger was brought up and discussed by Trustees. The plan is to give things a few months to see if we can recruit some individuals to serve before scheduling a meeting to discuss the future.

C. Public Comment

None

VI. Information Items

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

A review of the past month's strategic plan progress including projects, events, and statistics

This Saturday, October 19, is the Friends' annual meeting. Polly and Emily will do a presentation giving highlights for the year. A new slate of officers will be elected. September was a big conference month for staff.

Diverse Services & Collection - Grand County Economic Development and Grand Entrepreneurs approached the Library to assist with hosting classes held at our facilities. We are thankful to the Grand County Blues Society for inspecting, tuning, and repairing Library of Things instruments. The top checkouts for September were primers as kids headed back to school.

Access - We are in the process of seeking clarification from our insurance carrier regarding coverage/liability for off-site programs. Re-packaging of Library of Things to include scales to measure weight after returns so staff do not have to inventory/count each individual item prior to reshelving.

Election tables are out. We are promoting the use of larger meeting rooms as alternatives to occupied study rooms, hoping to make community rooms available to patrons when rooms are not reserved by groups. Staff ergonomic resources are being put into practice. Marmot - hoping to be more of a lender, we were closer in September.

Community Resources - EV charging station discussions have been happening. The number of new Teen library card holders has gone up thanks to outreach events at East and West Grand Middle Schools and high schools. Grand Lake Creative District's Artist-in-Residence program may be a resource for craft events at the libraries. Cindy Schinzel Hald attended the Ageless Grace training and has received certification, hoping to expand services to the senior population. Polly and Arthur were guests on KFFR to discuss banned books with DJ Panski. Strategic Plan work continues with

meetings and support for community entities – Grand Beginnings, Kremmling Community Housing, and the Town of Fraser.

B. Meeting Calendar

a) Evaluations

- Executive Director Review
 - Review to occur at November meeting
- Committee members – Alan, Sally
- Board Self-Evaluation
 - Results to be presented at the December meeting; goals to be determined at the January meeting
- Committee members – Darcy, Laura

b) Q4 Meetings

- November 19
 - Public Hearing on Budget
 - Executive Director Review
- December 10 (Annual Meeting)
 - Budget approval
 - Board self-evaluation presented with proposed goals

C. Special Committees Appointments

Reappointment, Executive Director, Board Self-Evaluation

Reappointment Committee – Jen, Jeremy

Executive Director Review Committee – Alan, Sally

Board Self-Evaluation Committee – Darcy, Laura

D. Grand County Library Foundation Director Search

United Business Bank needs a formal letter regarding Jim Sloan and Ann Douden to remove them from the Grand County Library Foundation account.

Motion to remove Ann Douden and Jim Sloan as Directors of the Grand County Library Foundation and corresponding bank accounts.

Sally Leclair motion; Darcy Schlichting 2nd

All approve

Motion to reaffirm Sally Leclair and Darcy Schlichting as Directors of the Grand County Library Foundation.

Mike Johnson motion, Alan Walker 2nd

All approve

E. 4.6 Bids, Proposals, and Quotes

- a) Cloud Based Security System
- b) Northside Garden
- c) Fraser Valley Library Dumpster Project

Two or more proposals are required, and the purchase shall be authorized by the Board of Trustees.

Cloud-Based Security System – Safety Committee has not completed a final safety plan to date. This may have an impact on current Board action on the cloud-based security system. Gallagher summarized the goals for implementation of a new security system. Reasons for upgrading were explained along with items that are not currently working properly in Granby, Hot Sulphur, Kremmling, and Fraser. Finally, the basic scope of work and environment were highlighted. Line of sight could be explained during an Executive Session versus during a public meeting. A new system in Kremmling would be transferable to a new library facility. Included in the

package – camera, motion sensors, point of contact for incidents, and panic buttons to 911. The system is flexible, and we could add features as needed. Juniper’s needs were questioned. District Office – doors can be locked, and signs put up when one person is alone in the office. Mindful of staff needs, safety, and line of sight. There was discussion about the system, and Gallagher fielded questions regarding subscription costs. Safety concerns were highlighted and recognized. The project is over the \$20,000 threshold, thus requiring Board discussion and approval. Gallagher explained the reason the quotes increased from the original plan, incorporating four locations. Questions regarding other bids and “norms” for other rural libraries as well as the age of the current system were addressed. Marmot Library Network recommended this system, and other library agencies are currently successfully using it. Patron privacy and data ownership were also discussed, with a recommendation for the Policy Committee to review the records retention policy. Alternatives to this system were mentioned. 2024 Budget implications were reviewed to determine if our current budget will support this project, and possibly putting the Fraser piece off until 2025. \$63,840 is the figure being considered.

Motion to approve accepting the estimates for the Verkada security project as presented from ISI quotes.

Alan Walker motion; Sally Leclair 2nd

All approve

Northside Garden – Granby Library

There is concern of degradation of the concrete that is in place. All other parts and pieces of the landscape project have been completed. This portion puts the project over the \$20,000 threshold for a second bid as well as board approval. Gallagher provided a summary of the project along with quotes and conversations that have been had with other contractors. The current bid is \$18,200, and the business can begin promptly.

Motion to approve the bid from Grand County landscaping for the 138-foot northside planter.

Darcy Schlichting motion; Mike Johnson 2nd

Discussion regarding timeline for this project ensued. The question of the appropriate budget was discussed and whether this would lead to an amended budget. The integrity of the cement was addressed, but it is not a safety issue. It is more aesthetic. The pros and cons of completing this project in 2024 versus 2025 were discussed. Time of year to complete this project was also addressed.

Original motion was withdrawn after discussion. Consider for 2025 Spring.

Fraser Valley Library Dumpster Project

The recommended fence enclosure would assist with aesthetics. The dumpsters were relocated, requiring a concrete pad to house the dumpsters. The need for an enclosure has surfaced to assist with bear control. We have also had members of the public dump in our area leading to garbage control issues. The request is to move forward with the concrete pad portion of the project. Trustees discussed the project and asked questions regarding results of moving the dumpsters. The illegal dumping issue was also discussed in terms of the new security system. The enclosure will beautify and help prevent snow on the top of the dumpsters. According to Gallagher,

the concrete pad is a requirement. This Total project will be a \$26,000 project. Slab only = \$4,000. The project got bigger, thus the need to contract out for work on this project. It is a patron benefit to have the dumpsters in the new location. There was conversation about need versus aesthetics for the cost of this project and whether the slab should be a separate project. Parking and signage were addressed. Gallagher will check the concrete pad requirement. No decision was made on this project pending information about the concrete pad. Beautification project will be on hold until possibly 2025.

F. Digital Newspaper Project

Presentation on a community project to digitize Grand County newspapers by director of Library Resources Tallie Gray and executive director Polly Gallagher including a request for a designated fund for the project.

The digitization of Grand County newspapers project was summarized. Microfilm was displayed and the old process of finding information was explained. Gray presented information about the Colorado Historic Newspaper Collection, run by the Colorado State Library. GCLD's newspapers are all on microfilm; however, two other entities in the county have physical copies of papers – Grand County Historical Association and Sky-Hi News. Gray has been able to acquire grant funding for a portion of this project, which will cost over \$100,000 to complete. People all over the country continue to call seeking information from years past. Digitized information becomes searchable for people with the assistance of individuals tagging and searching for keywords (metadata) which is entered to assist with the search process. This service will provide a useful tool for students, authors, and the public. The State Library is willing to provide a discount since we have high volumes of papers needing to be digitized. Our three entities have identified what we have so nothing is repeated and have created a list of priorities for grant writing purposes. This vendor is the Colorado vendor that provides newspapers free to the public. This is also the place for Colorado historic newspapers. This is the only vendor providing this service to us. The project will cost over \$20,000, but there is no other entity to ask for a quote. Cost will be split between 2025 and 2026 proposed budgets; \$55,320 was budgeted for 2025. There was Board discussion, and questions were answered.

Motion to waive the two-bid requirement for the Digital Newspaper project.

Jen Goertz motion; Sally Leclair 2nd

Discussion ensued regarding funding over the next two years.

Laura Jones abstained from voting due to conflict of interest.

All approve

G. Preliminary 2025 Budget

Presentation by Finance Committee and director of Finance Tara Thompson of the proposed 2025 GCLD Budget provided a summary of the projected 2025 budget. We will collect over 2.4 million in excess in 2025. Estimated actuals for 2024 were summarized. We are looking at adding \$750,000 to the bottom line over the 2024 budget. We will be in a good position in 2025 to see the final year of our Strategic Plan in action. Revenues from property taxes for 2025 were projected and shared. Total projected income is \$6,832,850. Reassessments happen in odd years, so projections change as

trends change. The cost of staff benefits has increased 13.5%. Biggest increases will be seen in programming, to match quality and number of offerings for patrons. Public relations has increased to take additional outreach opportunities into consideration. Facilities and grounds expenses will increase due to landscape done in current year. Insurance rates budgeted for an increase. Professional fees and consultants will be contracted for an analysis of youth spaces, conducting community needs assessment, and beginning work on the Kremmling Library project. Digitization services will fall under professional services, a new expense line. Operating expenses projected at \$3,249,374. Capital projects were shared costing an estimated \$330,800. Overall, we are projected to add \$698,665 to fund balance at year end. The 0.95 mill levy will sunset after 2026, so we will need to make sure we are proceeding with responsible growth and spending. Thompson is utilizing a forecasting model to look at our future growth and spending patterns. Support for the Strategic Plan with the projected budget was shared via examples of programs, resources, facilities, and services. There was discussion, and Thompson answered questions.
Motion to approve for public posting the projected 2025 budget as presented.

Alan Walker motion; Jen Goertz 2nd

All approve

H. Kremmling Library Update

We have a solid building program plan. The project will take approximately eighteen months in total to complete. The town is in support of the project. Land acquisition is still in question and will be discussed in the executive session. Design and community input will take around six months. Looking to break ground in the springtime. We know we need a Kremmling Library. Urgency and mediacy were discussed.

Motion to enter into executive session pursuant to Sec. 24-6-402(4)(a), CRS, for purpose of discussing a possible real estate acquisition with the Governing Board, executive director Polly Gallagher, and director of Finance Tara Thompson to be included.

Sally Leclair motion; Darcy Schlichting 2nd

All approve

Enter executive session at 7:55 p.m.

End executive session at 8:30 p.m.

No action

VII . Action Items

None

VIII . Adjournment

Motion to adjourn the meeting at 8:30 p.m.

Sally Leclair motion; Jen Goertz 2nd

All approve