

## Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting February 18, 2020  
5:30 PM  
Granby Library  
55 Zero St., Granby, CO 80446

**MINUTES**

Trustee: Sally Leclair, Jim Sloan, Marcus Davis, Bambi Statz, Janet Thomas, Jeremy Krones  
Staff: Polly Gallagher, Tara Thompson, Jessi Burns, Michelle Grant, Anthony Leyba  
Public: Merilyn Hunter, Marla Gall

- I. Call to Order and Consideration of Trustee Absences  
5:29 p.m. Sally Leclair  
Darcy Schlichting absent
- II. Amendments to the Agenda  
Motion to add correspondence that was received after the agenda was published.  
Bambi Statz motion, Janet Thomas 2<sup>nd</sup>  
All approve
- III. Approval of the Agenda  
Motion to approve the amended agenda for Tuesday, February 18, 2020.  
Marcus Davis motion; Jeremy Krones 2<sup>nd</sup>  
All approve
- IV. Consent Agenda:
  - A. January Regular Meeting Board Minutes
  - B. Correspondence
    - a) Thank you letter from Shelly Mathis
  - C. January Bank Reconciliation
  - D. January Budget to Actual and Balance Sheet  
Motion to accept consent agenda with added correspondence  
Jeremy Krones motion, Janet Thomas 2<sup>nd</sup>  
All approve
- V. Reports
  - A. Friends of the Grand County Library, Inc.  
Marla Gall: Friends approved a new method of funds distribution where the District will submit a requisition and then Friends will distribute the funds. Friends brought up questions regarding the Board of Trustees donation policy, including for memorial funds, restricted donations, and materials donations. Friends would like to be consulted for sections of the Policy Manual in which they are mentioned.
  - B. Grand County Library Foundation

Jim Sloan: The Foundation has been planning for the upcoming author talk event with Peter Heller, to be held Friday, March 13 from 6-7:30 p.m. at River Run resort. The Foundation would like people to be aware that on their state taxes, people can donate all or a portion of their refund directly to Friends or the Foundation.

C. Public Comment

Public comment opened at 5:43 p.m.

Public comment was given. A member of the public had a question about the District's Job Analysis Committee and would like to know more. Comment was given asking about individual email addresses for Board of Trustee members. Discussion ensued regarding how emails from the public are distributed to Trustees, what is included on the GCLD website, and being aware of Sunshine Law. Comment was given thanking the District for keeping the Hot Sulphur Springs Library open during recent staff transitions. Public comment closed at 5:53 p.m.

VI. Information Items

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

Polly Gallagher: Highlighted various programs, accomplishments, and staff changes at each library branch. Newly formed Job Analysis Committee Team is made up of various members of staff to review and update all job descriptions within the organization. This will lead to job matching and salary analysis. New statistics dashboard was reviewed. Staff have been cleaning up the data so we are more accurately tracking stats. Updated strategic plan was reviewed. Discussion ensued regarding the next step of developing SMART goals, which will happen after the community survey this spring, in order to gain input from staff and members of the public.

B. Information Technology Update

Anthony Leyba: An updated on 2020 technology plans was presented, including this year's equipment replacements, rekeying project, adding technology to several branches, new system for staff backups, and a potential website refresh. Planning is also taking place to address potential delays on products coming from China related to the coronavirus.

C. Meeting Calendar:

a) Upcoming Board Committee Meetings

- Finance: TBD for March meeting. A meeting date will be set by the March Trustee meeting.
- Policy: Wednesday, March 4 at 10 a.m.
- Strategic Plan: TBD for May meeting. A date for the 6-month review will be set soon.

b) Presentations

- Town of Granby: Tuesday, March 10 at 6 p.m. Jeremy Krones and Polly Gallagher will represent the District at this meeting.

c) Training

- CLiC Pueblo Spring Workshop: Monday, April 27  
Better Boards = Better Communities at the CLiC Pueblo

Spring Workshop. This is a no-cost workshop for the day. Trustees to let Polly know if they are interested in attending by the end of March.

D. Goals for 2020

Sally Leclair: Trustees were asked at the January meeting to brainstorm Trustee goals for 2020. Various Trustees discussed options for goals. Goals included establishing a process for development of a new strategic plan to include data collection and analysis, feedback from staff and the community, and having a workshop with the full Board of Trustees led by the Strategic Plan Committee to discuss; creating a succession plan for Trustees; and creating an onboarding process for new Trustees. The presented goals will be drafted into goal statements for the March Board of Trustees meeting. Questions and clarifications around expectations for committees were also discussed.

E. Variance to GCLD District Donation Policy 3.13.c Cash Donations

Polly Gallagher: The Friends request a variance to the donation policy to accept a \$500 donation to be used for updates needed in the Fraser Valley Library Urban Community Room. The Urbans, who previously committed \$20,000 to the room, would like the funds to be used for this designated purpose. Discussion ensued regarding the need for clarification for Friends on how to handle restricted funds. Trustees mentioned that designated donations are accepted on occasion, but need to be easily tracked by staff. The Friends requested clarification on the Trustees donation policy. Motion to move to action the approval of a variance to the donation policy to accept \$500 donation to be used for the Fraser Valley Library Urban Community Room.

Marcus Davis motion; Janet Kroner 2<sup>nd</sup>

Trustees reiterated the importance of the Board reviewing variances to make sure gifts are in line with goals and priorities, to view the District as a whole, and the need to limit the number of designated gifts accepted.

All approve

F. GCLD Community Assessment Survey Project

Polly Gallagher: Strategic Plan Committee met and reviewed the proposal from JVA for the community assessment survey. Changes from the initial proposal were made, including not having a specific focus group in Spanish, but instead host two focus groups in English with a translator on hand; and not offering gift cards as an incentive to participate. Specific goal is to capture input from not only those who already use the library, but those who don't to see what they want to see from the District. One of JVA's roles is to make sure we engage enough people to produce valid data. Need to make sure there is a decided upon acceptable number of respondents and that there is a backup plan in case those numbers are not met.

G. Community Communication and Board of Trustees Transparency

Jim Sloan: Policy Committee met on February 12 to discuss the material donation policy, review the website for transparency, and review possibilities for recording and/or streaming meetings. Polly Gallagher: Policy Committee determined that recording meetings is about engagement and accessibility, as we already provide transparency with what is posted on the website. Discussion ensued regarding the benefits and drawbacks for recording

and/or livestreaming meetings. The decision is between livestreaming or recording the meeting and posting on the website until the minutes from that meeting have been approved, at which point the recording would be removed. A follow-up meeting is scheduled for March 4 where Policy Committee will decide on their recommendation to bring to the full Board of Trustees.

VII . Action Items

A. Approval of Agreement with JVA for the Community Assessment Survey

Janet Thomas motion; Jeremy Krones 2<sup>nd</sup>

Bambi Statz commented that she appreciated the additional review and information.

All approve

B. Approval of variance to GCLD District Donation Policy 3.13.c Cash Donations to accept a \$500 donation to be used for the Fraser Valley Library Urban Community Room.

Marcus Davis motion; Bambi Statz 2<sup>nd</sup>

All approve

VIII . Adjournment

7:31 p.m. meeting adjourned.

Bambi Statz motion; Jim Sloan 2<sup>nd</sup>

All approve