Minutes

Trustees: Sally Leclair, Jim Sloan, Darcy Schlichting, Bambi Statz, Jeremy Krones, Janet Thomas, Marcus Davis
Staff: Tara Thompson, Polly Gallagher, Jeanette McQuade, Sue Luton, Cindy Hald, Tess Riley, Shelly Mathis, Emily Pedersen, Shelly Mathis
Public: Marla Gall, Aaron Schonhoff

I. Call to Order and Consideration of Trustee Absences
5:30 p.m.

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

IV. Approval of the Agenda
Approve agenda as presented.
Darcy Schlichting motion; Jim Sloan 2nd.
All approve.

V. Consent Agenda:
A. July Regular Meeting Board Minutes
B. Correspondence – Klough 8/18/2020, DOLA CARES Funds recipient
C. June & July Bank Reconciliation
D. July Budget to Actual and Balance Sheet
   Approve consent agenda as presented.
   Marcus Davis motion; Bambi Statz 2nd.
   All approve.

VI. Reports
A. Friends of the Grand County Library, Inc.
   Cancelled all events due to COVID-19 pandemic except two. Currently have book sales open at Mid-Town Café and are considering alternative ideas for the Progressive Dinner in Fraser Valley area. Annual meeting to take place in October.

B. Grand County Library Foundation
   Met Aug 10. Reviewed donation of stocks plan as well as updating of website. Donor wall tiles procedure reviewed.
C. Public Comment
None at this time
Start: 5:38 p.m.
End: 5:39 p.m.

VII. Information Items
A. Staff Recognition
Recognition of the January – June 2020 merit bonus recipients
Emily Pedersen: community outreach and programming
Michelle Grant: resource and support for projects and staff management with telecommuting
Jeanette McQuade: train and develop new staff as well as attention to detail in procedures for reopening
Sue Luton/Elisa Kuiga: digital programming for a variety of ages
Cindy Hald Schnizel: take home kits, program promotion, and applying her expertise and knowledge in re-cataloging the Easy books at HSS Library (test project with organizing by topic for easier patron access)
Tess and Shelly: Extending their passion and commitment to GCLD with committee work including Mentor Meet Up, JAC, online resources

B. Summer Reading Program Prize Winners
Review of Imagine Your Story Summer Reading Program as impacted by COVID-19. While the number of participants (555) was lower than last year, we were hoping for 50% participation and ended up with 70%. Also, higher completion rate of the program. Of the school age children who completed the program, 90% continued on to be Hero of the Quest, an additional program sponsored by Country Ace Hardware. Also, a significant increase in adult participation. Programs offered included digital programs such as Bead a Story, Show & Tell, and Eco Explorers with RMNP. In-person field trips with were also popular as were scavenger hunts and Make & Take kits. Thank you to YMCA of the Rockies and WP Resort for providing day passes as well as The Friends whose funds are used for programs and prizes for the program. Prize winners were selected for district wide teen prizes, Kylie of Granby and John of Kremmling, and adult, Joan Reed of Grand Lake.

C. Review by Executive Director of July GCLD Department Highlights & Statistics
A review of the past month’s strategic plan progress including projects, events, and statistics including update on library services impacted by COVID-19. As word that libraries are open increases, library visits and check-outs steadily increase.
Continue to see strong numbers for online newspapers. Staffing changes include Catalog Associate Kim Bunning joining staff and Shelly adding one day at Hot Sulphur Library to her schedule and Cindy moving full-time to Granby Library. Also, held Drive Thru Readiness Fair with Grand Beginnings and other community partners to provide early literacy resources and awareness to care givers of 0-5-year old children in our community.

D. Meeting Calendar:
a) Upcoming Board Committee Meetings
   • Finance: September, date TBD
   • Policy: NA
   • Strategic Plan: Friday, Aug 28
b) SDA Conference (virtual): September 23-25
c) CALCON2020 (virtual): September 10-12
d) Calendar for last quarter including trustee reappointment, executive director evaluation, and self-evaluation of board
   Discussion regarding two upcoming end of terms for Marcus Davis and Jeremy Krones, both of whom expressed interest in renewing their terms. Leclair requested a letter of interest from each to formalize the renewal process and Darcy Schlichting and Jim Sloan were appointed as members of the
E. Community Needs Assessment Preliminary Report

Community needs assessment report by JVA representative Aaron Schonhoff highlighting the process taken in evaluating survey data as well as focus group and stakeholder insights. A draft report evaluating the data provided was shared with the report with opportunity for further probes of data before finalizing the evaluation. Items highlighted are included in executive summary including a wish for additional team and adult programming, community awareness of resources/events, additional open hours in Kremmling and Juniper libraries and an appreciation for library staff, resources, and children’s programming was shared. Discussion ensued regarding Strategic Plan Committee go through carefully and request any follow up needs from JVA.

F. Board Training

In September a board workshop will occur to develop strategic plan goals for next 3-5 years with Pat Wagner from Pattern Research. Request for dates to occur in the before and after week of CALCON 2020 (September 10-12).

G. Update from Job Analysis Committee

Feedback on proposed draft has been received from trustees and staff including reaffirming professional nature of positions, use of survey ranges for positions with minimum number of individuals performing position, and clarification of 3 positions.

H. Preliminary 2021 budget discussion

Discussion regarding philosophy for development of 2021 budget took place including proceeding with caution as we pay attention to Gallagher Amendment issue. Recommendation is to build a zero-based budget without expectation for pulling from reserves like past year.

VII. Action Items

None at this time

VIII. Adjournment

Meeting adjourned at 7:43 p.m.
Approve motion to adjourn.
Jeremy Krones motion; Janet Thomas 2nd.
All approve.