

Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY DISTRICT

BOARD OF TRUSTEES

Regular Meeting November 17, 2020

5:30 PM

Location: WebEx Meeting Link

Meeting Number (Access code): 126 785 1196

Meeting Password: raKq3yM2Ni9 (72573962 from phones)

Attendees

Trustees: Sally Leclair, Jim Sloan, Marcus Davis, Darcy Schlichting, Bambi Statz, Janet Thomas, Jeremy Krones

Staff: Polly Gallagher, Tara Thompson, Jeanette McQuade, Chris Newell, Tess Riley, Anthony Leyba, Cindy Hald, Tess Riley,

Public: None at this time

Minutes

- 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
NA
- IV. Approval of the Agenda
Motion to approve the November 17 Board of Trustees Agenda as presented.
Darcy Schlichting motion; Marcus Davis 2nd
All approve
- V. Consent Agenda:
 - A. October Regular Meeting Board Minutes
 - B. Correspondence – None at this time
 - C. August Bank Reconciliation & September Bank Reconciliation
 - D. October Budget to Actual and Balance Sheet
Motion to approve the consent agenda as presented.
Bambi Statz motion; Janet Thomas 2nd
All approve
- VI. Reports
 - A. Friends of the Grand County Library, Inc.
None at this time
 - B. Grand County Library Foundation
Presented by Jim Sloan. Workshop on Monday, November 9 held a workshop in prep for Colorado Gives held on December 8. Annual meeting December 15.
 - C. Public Comment
Open: 5:36 Close: 5:36

None at this time

D. Public Hearing for the Proposed 2021 Budget

Open: 5:36 Close: 5:40

Tess Riley: Appreciate the role in Job Analysis Committee and work completed.

VII. Information Items

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

Chris Newell

COVID-19 update:

- Grand County has moved into Orange: Safer-at-Home High Risk. According to GC Public Health Director there were 94 new cases in last week and Dr. Selenski commented that both EMS and MPH are seeing that Denver hospitals are at capacity with patients needing to go to outlying hospitals for all medical issues. When case levels increased in Grand County to the Level Orange range (though no official Public Health change to Orange at that time), we closed the large meeting room spaces for large groups and stopped in-person inside programming. We continue to work with the EOC liaison office to ensure we're safely serving our staff & community

East Troublesome Fire update:

- Juniper Library at Grand Lake was in mandatory evacuation zone and was closed from Thursday, Oct. 22 – Thursday, Nov. 5. While no physical damage occurred, minor smoke mitigation was necessary.
- Granby Library, District Office, & Hot Sulphur were placed in pre-evacuation zone with recommendation to evacuate. We prepared the facilities for evacuation on Thursday and were closed Friday, Oct 22 in HSS and Granby through Nov 2. Staff remote worked on Friday (HSS), and Monday (Granby).
- We provided support at the Evacuation Site from Friday, Oct 22 – Monday, Oct 23. Services included phone/internet support, resource for Rural Health, and resource support for evacuees. Monday, November 1- Sunday, November 7 we provided passive based activities for evacuees.

District Office:

- Compromised Staff Email – Automated lockdown was triggered when our system detected an abnormally high volume of email from an account which is an indicator of spam. Investigation and ability to restore access to appropriate user occurred. No patron data was released and continued monitoring has demonstrated that there have been multiple access attempts but without success. As more and more of Americans are working from home an increase in opportunity and more risk has occurred in cyberspace. As a public library we have a responsibility to ensure patron privacy and must ensure we dedicate resources to stay not just up to date but ahead of potential risk.
- 2021 Proposed budget: As mentioned last month, the proposed 2021 will have some updates for December. Current changes identified include closer estimates for 2020 year ending, Final notification of values due from deputy assessor December 10, receipt of additional grant revenues. JACT work, updates with Marmot pricing, broadband changes, DVR future, increase with utility costs, review of proper insurance for cyber risks. On a big picture level, year end figures as well as financial capacity to see strategic plan fruition for next 3-5 years will be better known.
- Expansion of Library of Things items including STEAM kits, silicone molds, craft items, and hotspots.

Branch Updates:

- Take & Makes and DIY Movie Night are well received. Pushing the idea of come say hello for social connect and then head out. Well received outreach opportunities including Cliffview, Trunk & Treat at Middle Park High School & Scare in the Square in Kremmling, evacuation support, and One Book Colorado. A wide variety of trainings attended this month including Youth Mental Health First Aid, Colorado Early Literacy Conference, and the Marmot User Group annual conference with a focus on

servant leadership, digital programming, and a digital walk through various Marmot libraries. Thanks go out to *Grand Gazette* for printing **all** the winners of this year's district wide Scary Story contest. Granby Library through Michelle and Cindy are developing packets for seniors that will be delivered directly to those receiving meals through Grand County Center on Aging and Cliffview; HSS has developed into their genre labeling project making it easier for adults to locate a new author. Juniper has been welcoming back patrons and giving opportunity for people to share their story.

- Shout out to Fraser Valley Library – new team developed this year under Jeanette. As a team they're putting together a wide variety of opportunities for people to stay connected or connect to the library. Lots of smiles with people engaging with the obstacle course on their way to the library (video), well thought out Take & Make kits, and a really emphasis on intentionally modeling early literacy skills for caregivers.

Stats:

- Significant increase in programming as we've dialed in our outreach efforts and passive programming (more than 1,000 direct contacts)
- Library visits has gently increased (about 40% of last year's visitors in October)
- Check out – when combine our library circulation with online resources, we are equivalent to last October. Continue to see physical collection circulating at about 80% of 2019 circulation.

B. Meeting Calendar:

- a) Annual Meeting is scheduled for December 8
- b) Finance Committee December prior to December Board of Trustees meeting

C. Trustee Self-Evaluation

Timeline regarding the Trustee Self-Evaluation evaluating board functionality: Self evaluation completed every year; reviewed by-laws and policy that states that we are required to do an evaluation of the executive director and trustees renewing terms, not self-evaluation; discussion regarding whether should complete a self-evaluation as this year has been such an anomaly year. Discussion highlighted: purpose to provide a self-check regarding whether we are ensuring we are on track as well as agreement to do a retreat (when able) to go through and reflect. Based on discussion, 2020 Trustee Self-Evaluation will be postponed to 2021 and face-to face.

D. Finance Committee proposed 2021 Pay Grade Scale

Tara Thompson presented proposed 2021 Pay Grade Scale generated by Job Analysis Committee that came out of work both with job descriptions and pay equity and with support of the Finance Committee. Proposal includes the removal of the substitute position, change of Library Services Specialist to higher grade Library Associate position, and combing the branch manager position into one position.

E. East Troublesome Fire Fee Forgiveness Resolution

In light of the devastating destruction to private property from the East Troublesome Fire, Polly Gallagher recommends we pass a resolution removing any fees to GCLD due to lost or damaged materials patrons may have accrued.

Motion to move Resolution 2020-11-03 East Troublesome Fire Forgiveness to Action Item.

Marcus Davis motion; Bambi Statz 2nd

All approve (Abstain Jeremy Kronos due to potential conflict of interest)

F. Strategic Goals & Measurement

Gallagher presented the proposed Strategic Framework FY21-25 to guide operations. The proposed framework focuses on Diverse Collections & Services, Access, and the Library as a Community Resource. The Framework is specific enough with some flexibility. SMART goals are being developed operationally through road maps and action plans to ensure

Framework and thus mission are achieved.

- G. Executive Session
24-6-402(4) (f) C.R.S. Personnel matter regarding the annual evaluation of the Executive Director.
Motion to move to Executive Session discuss the results of the Annual Executive Director Evaluation for Polly Gallagher.
Darcy Schlichting motion; Janet Thomas 2nd
All approve
Trustees and Polly Gallagher will participate in the session
Start time: 6:56 p.m.
End time: 7:41 p.m.
No action to be taken.

VII. Action Items

- A. 2021 Regular Meeting Schedule
Motion to approve the 2021 Regular Meet Schedule.
Bambi Statz motion; Darcy Schlichting 2nd
All approve
- B. 2021 Holiday & Staff Training Closure Schedule
Motion to approve the 2021 Holiday & Staff Training Closure Schedule.
Darcy Schlichting motion; Janet Thomas 2nd
All approve
- C. East Troublesome Fire Forgiveness Resolution
Motion to approve Resolution 2020-11-03, East Troublesome Fire Forgiveness Resolution.
Marcus Davis motion; Jim Sloan 2nd
All approve; Jeremy Krones abstain (conflict of interest)

VIII. Adjournment

- Motion to adjourn at 7:45 p.m.*
Marcus Davis motion; Jeremy Krones 2nd
All approve