

Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
Annual Meeting, December 8, 2020
5:30 PM

Location: WebEx Meeting Link
Meeting Number (Access code): 126 785 1196
Meeting Password: raKq3yM2Ni9 (72573962 from phones)

Trustees: Sally Leclair, Jim Sloan, Darcy Schlichting, Marcus Davis, Bambi Statz, Janet Thomas, Jeremy Kronos
Staff: Polly Gallagher, Tara Thompson, Chris Newell, Michelle Grant
Public: none

Minutes

- I. Call to Order and Consideration of Trustee Absences
5:30 p.m.
All trustees present.
- 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 December 8, 2020, agenda as presented.
Marcus Davis motion; Janet Thomas 2nd
All approved.
- V. Consent Agenda:
 - A. November Regular Meeting Board Minutes
 - B. Correspondence – None at this time
 - C. October Bank Reconciliation
 - D. November Budget to Actual and Balance Sheet
Motion to approve consent agenda.
Jim Sloan motion; Darcy Schlichting 2nd
All approved.
- VI. Reports
 - A. Friends of the Grand County Library, Inc.
Meeting scheduled for Thursday, December 10, via Zoom
 - B. Grand County Library Foundation
Jim Sloan reported – important day for nonprofits today - Day of Giving. Planning for annual meeting on Tuesday, December 15, for the foundation.

- C. Public Comment
5:36 p.m. opened, NA 5:36 p.m. closed.

VII. Information Items

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

We are experiencing 75-80% of our normal circulation. We are surpassing where we were this time last year. Online resources are circulating at an increased rate.

Library Resources: working to get materials that we typically use for passive programming or things to do in the branch into our catalog so they can be checked out. You might have seen the article highlighting Nintendo Switches, molds for soap or candy making, and various crafters items. We'd rather have these items being used than sitting on a desk for another year. Included in these kits is a joint project with Grand Beginnings. Play sensory kits include toys that allow children to explore sensory learning as well as learning materials for caregivers describing why this is important. A list of fun connected books from our library catalogs is also included.

Facilities: mixture of capital projects, winter prep, and day to day projects. We have a furniture plan for FVL (FVL has fabric furniture which is a potential COVID hazard). We need to roll this purchase over to the new year since furniture will not arrive until after the new year. Also, with new library resources kits and expanded library of things, the facilities department has been working to ensure there is display space available at the branches.

Finance & HR: working hard to finalize the JACT work, open enrollment, and new budget information. More information coming later on the agenda.

IT: working with facilities regarding new digital door access codes for our facilities. IT audits are underway including remote works needs for staff.

Our branches are highlighting the take & make kits as a way to stay connected with patrons - 560 kits have been disseminated. FVL virtual outdoor programs - Know Before You Go and Backcountry Avalanche Safety are being offered virtually in December. Granby continues to offer senior memory kits with word searches and brain puzzles. HSS is implementing a change in their collection development. Juniper has a Snot Time to Read display to advertise the Winter Reading Adventure.

Branch managers are working on staff evaluations. Focus on displays continues as we continue with the Grab and Go. Creating views of materials to minimize touch and engage patrons is the name of the game.

- B. Meeting Calendar:
 - a) Special meeting scheduled for Friday, December 11, and 1:00 p.m.
 - b) January meeting will include committee appointments and board goals. Please let Sally know if you have an interest or would like to change a committee.
- a. Trustee Self-Evaluation & 2020 Goals Review

A modified self-evaluation was conducted. The evaluation document was shared on the screen for members to view. Members reflected on performance areas and discussed areas of strength and areas for improvement. Highlighted use of strategic plan, commitment of trustees, respectful tone of meetings, and relationship between trustees and executive director.

Time was given for personal reflection and individual review. Sally commented on the need for libraries during this time. People are grateful for the community libraries.

Review of 2020 Goals

Goal 1 - Strategic plan development – framework has been developed; committee has reviewed draft of one of the initiatives.

Goal 2 – Professional development and training for board members. Jeremy and Janet attended a meeting together. Janet is attending workshops with other area trustees to learn about the role of the trustee. Maybe some of these items can carry over to 2021. There is a need to continue looking at how trustees can engage the community and promote the library district.

In consideration for 2021 goals, to be defined in January, discussion took place regarding communicating with public and getting more involvement in meetings would be a good goal for 2021.

b. Executive Director 2021 Goals

Polly appreciated the report provided to her about areas for improvement and areas of success. She has put some items out to district staff for feedback. Focus will be on communication, project management, and collaboration. Polly shared her organizational goals as well and expressed interest in attending the SDA Leadership Academy.

In discussion regarding board support of executive directors, she expressed the need for continued collaboration and feedback from the board.

c. 2020 in Review - Celebrations

The annual review of 2020 to summarize significant events from the year as well as highlight the following district wide projects:

- Continued to provide services and resources through pandemic closures
- Completion of the 2020 Strategic Plan
- Community needs assessment and development of new Strategic Framework
- Job Analysis Committee work
- Implementation of privacy policy and dPlans

Trustees shared their thanks to the staff and members of the GCLD community.

d. Assessed value impact to 2021 Proposed Budget

Due to the property destruction of the East Troublesome Fire, there is some expected change in the valuation for 2021 expected (to be provided by county to special districts later this week). While expected to be minor for 2021, there may be more impact in 2022. Based on the change in valuation from the preliminary October, a special meeting to approve budgets prior to December 15 is needed for greater accuracy.

VII. Action Items

A. Adoption of proposed 2021 Salary Schedule

Marcus Davis motion to approve the 2021 Salary Schedule; Jeremy Krones 2nd
All approved.

B. Adoption of the GCLD Strategic Framework FY21-25

Bambi Statz motion to approve the GCLD Strategic Framework FY21-25; Janet Thomas 2nd
All approved.

VIII. Adjournment

Janet Thomas motion to adjourn; Jeremy Krones 2nd
All approved.
Adjourn at 7:02 p.m.

DRAFT