

Grand County libraries: linking people to boundless opportunities

GRAND COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting, January 21, 2025
5:30 PM

Location: Granby Library or Zoom
Meeting ID: 863 4751 3182
Passcode: gMNz7j

MINUTES

Trustees: Jeremy Krones, Jen Goertz, Alan Walker, Darcy Schlichting, Laura Jones, Erika Cohen, Jennifer Tibbetts

Staff: Polly Gallagher, Tara Thompson, Chris Newell, Jeanette McQuade, Matt Sutton

Public: Arthur Dollard, Tess Riley, Cindy Hald, Tallie Gray

- I. Call to Order and Consideration of Trustee Absences
Meeting called to order at 5:30 p.m. by Jeremy Krones.
All present.
- II. Amendments to the Agenda
None
- III. Approval of the Agenda
Motion to approve the agenda as presented.
Darcy Schlichting motion; Jen Goertz 2nd
All approve
- IV. Merit Bonus Recipients Recognized
Tess Riley: recognize your commitment to diverse programming, recognizing a community need and responding to it; nominated by your supervisor, Michelle Grant, for programs like Death & Dying and the plant swap.
Cindy Hald: recognize your commitment to diverse programming, recognizing a community need and responding to it; nominated by your supervisor, Michelle Grant, for programs like the Music & Movement project.
Arthur Dollard: recognize your commitment to the promotion of Intellectual Freedom as well as taking the Library to places we haven't been; nominated by Kaydee Jensen.
Jeanette McQuade: recognize your commitment to diverse programming and outreach to our Spanish language patrons and your engagement with Committee Grand Latin; nominated by your supervisor, Chris Newell, and Polly Gallagher.
- V. Consent Agenda:
 - A. December Regular Meeting Board Minutes
 - B. Correspondence – memo from Lyons Gaddis
 - C. December Bank Reconciliation
 - D. December Budget to Actual and Balance Sheet*Motion to approve the consent agenda as presented.*
Jen Goertz motion; Alan Walker 2nd
All approve

VI. Reports

- A. Friends of the Grand County Library, Inc.
Gene emailed a short report as he is traveling. The annual planning meeting will be held February 6. This will be a closed meeting. Details will be shared at the next Board of Trustees meeting. If Trustees have comments on how the Friends can better serve GCLD, please share.
- B. Grand County Library Foundation
Schlichting reported. \$25 from CO Gives was received. Book talk has been finalized and will be held at Granby Library on March 28. "Winter Counts" by David Heska Wanbli Weiden has been chosen. David will also offer an author's craft workshop for Community of Writers.
- C. Public Comment
None

VII. Information Items

- A. Review by Executive Director of December GCLD Department Highlights & Statistics
Gallagher gave a summary report of services and collections statistics, access initiatives, community resources, capital projects, and messages from the greater library world for the month of December.
- B. Action Plans for 2025
Gallagher shared updates to the strategic plan initiatives and action plans for 2025. The GCLD Mission was reviewed. In 2025, we will be continuing work on five specific initiatives.
Digital Access – Projects include the self-service library project at Hot Sulphur Springs (HSS) and the Granby Library Community Meeting Room AV updates. Analysis plans – track digital resource use and cloud-based security system access and tools; focus on zone counts using this software.
Civic Engagement – Promote quality of life in the community. Projects include an entrepreneur program, sensory garden, and Story Stroller Book Club with Grand Beginnings. Analysis plans – incubation (Maker) space and collaboration with county initiatives.
Open Hours – Meet needs of new and returning patrons and track capacity for maintain staffing needs. Projects include the self-service library model at HSS, Tuesday programming at HSS, and solar umbrellas. Analysis plans – include program time for non-English population.
Marketing – Develop targeted district-wide marketing plan to expand awareness. Projects include – Freedom of Information Day, outreach for a Community Reading Day, KFFR spots, and Book Madness.
Teens – Gallagher shared a story from a teen patron who was searching for resources. This age group interacts very differently with library resources and spaces; there is a need to evaluate library spaces for utilization by teens. Projects include – Teen Hangouts, TAG-developed events, and 100 Books Before Graduation. Analysis plans – youth and teen space analysis and redesign for FVL, Granby, and Juniper.
- C. Executive Director Hiring Update
Search process plans and updates were given by Jeremy Krones. The committee met at the beginning of the month to determine the process timeline. Job opening was posted Jan. 8. We have received six applications. Posting was listed on the

website, in Sky-Hi News through Jan. 31, on the CSL job connection, Library Job Line, and the Special District Association classified section. Timeline – post closes Jan. 31 at 5 p.m. First round, Goertz and Krones will be screening all submissions to check that basic qualifications are met, and application packets are thorough and complete; determine individuals who will receive phone interviews. Goal – final interviews of at least two applicants will be held during the March 18 Board meeting. An executive session to discuss the parameters of the contract will be scheduled for Wednesday, March 19.

D. Interim Executive Co-Directors

Two interim co-directors will be ready to step in as Gallagher transitions out of her position. There was a discussion regarding fair compensation. The Board will need to negotiate and decide on a compensation package for the co-directors moving forward.

Motion to assign Chris Newell, Director of Public Service and Tara Thompson, Director of Finance as interim executive co-directors until the position is filled.

Darcy Schlichting motion; Jen Goertz 2nd

All approve

E. GCLD Board of Trustees 2025 Goals

Based on the results of the Trustee survey, being properly prepared for meetings was identified as an area for improvement. A mentor program was also recommended for new Trustees. Strategic Plan updates and progress will continue to be shared at monthly meetings. Krones mentioned goals can be broad or narrow to help the Board decide what they would like to achieve over the course of the year. Members shared ideas including advocacy training around the strategic planning process and civic engagement; workshops on various topics for education and group interaction; attendance at CALCON, SDA workshops and annual conference; topic ideas provided by Gallagher – Intellectual Freedom, what Board members can/cannot do, and developing an action plan for a new Kremmling Library. Krones will put together a document outlining goals moving forward.

F. GCLD Board of Trustees Committee Appointments

Krones appointed individuals to Board committees as follows:

Policy Committee – Jen Goertz, Laura Jones

Finance Committee – Alan Walker, Erika Cohen

Strategic Plan Committee – Darcy Schlichting, Jennifer Tibbetts

Motion to approve the committee appointments as presented.

Alan Walker motion; Jennifer Tibbetts 2nd

All approve

G. CSD Pool Insurance Resolution

Tara Thompson reviewed the need to assess and identify an insurance carrier that offers general liability for our more physical programs like hiking clubs and Ageless Grace. Tara is requesting that GCLD consider participating in the Colorado Special District Pool, which covers higher risk activities for libraries. This is pooled insurance, so we need a special signature to initiate the process. Current coverage will need to be canceled. Waiver use for higher risk programs was also discussed.

Motion to accept the CSD Pool insurance quote, signing of the intergovernmental agreement, and resolution 2025-01-01.

Jen Goertz motion; Darcy Schlichting 2nd

All approve

H. Variance 3.10

Rules governing the library do not allow the consumption of alcohol at the library. GCLD staff would like to offer wine at the farewell reception for Polly Gallagher being held from 4:30 p.m. through 6:30 p.m. at Granby Library on Friday, Jan. 24. Staff agree to monitor and limit the amount of alcohol consumed by attendees.

Motion to approve the variance request as presented.

Alan Walker motion; Darcy Schlichting 2nd

All approve

I. Director of Facilities Update

Matt Sutton provided a summary of the upcoming projects for 2025. There are some larger projects on the calendar including Granby's HVAC system, swamp cooler upgrade at HSS, air handler unit for Juniper, solar charging picnic tables for FVL and Granby, outdoor landscaping sensory garden at Granby, northside planter and retaining wall at Granby, bark-on siding and restoration at Juniper, new carpet at DO, FVL fireplace replacement, west end landing and exit door remodel at HSS for safe access to equipment shed, self-service program at HSS, and DO apartment refresh with carpet and paint. All projects have been included in the 2025 budget. Quarter targets for projects have been established based on contractor availability, weather, and contracts.

J. 4.6e Bids, Proposals, and Quotes: Request for Facilities Master Plan

Tara Thompson reviewed the need for a facilities master plan, since we manage six facilities, to help GCLD remain relevant for the needs of the community. The goal of this work is to include things like a demographic study, maintenance and improvement opportunities, owned versus leased spaces, and energy efficiency. The time frame for completion is prior to budget season. Three responses to the RFP were received. Thompson summarized the vendor responses, all willing to work with the raw data from the Community Needs Assessment, which will also be incorporated into the plan. Matt Sutton summarized his assessment of the vendors who responded to the request as well as GCLD's needs coming in the next few years. The goal would also be to use local businesses and contractors to complete the work identified in the master plan.

Motion to accept the bid by Rethinking Libraries; Anderson Hallas Architects for completion of a Facilities Master Plan project.

Darcy Schlichting motion; Laura Jones 2nd

All approve

K. 4.6e Bids, Proposals, and Quotes: RFP Granby Library HVAC Control System

Matt Sutton reviewed the need for replacement and upgrades to the HVAC control system at Granby Library. The formal RFP process attracted two bids for the project. The Scope of Work presented by LONG was presented with an overall quote of \$117,282. The second vendor did not meet the bid qualifications, so they were rejected by the committee. It is the committee's recommendation to move forward with LONG.

Motion to accept the bid by LONG for the Granby Library HVAC project.

Alan Walker motion; Erika Cohen 2nd

All approve

VIII. Action Items

IX. Adjournment

Motion to adjourn the meeting at 7:34 p.m.

Jen Goertz motion; Jennifer Tibbetts 2nd

All approve