

APPROVED
Grand County Public Library
Minutes for the Regular Board of Directors Meeting
February 1, 2018 5:30 pm
Board Room, Grand County Public Library

In attendance for the February 1, 2018 Grand County Public Library Board meeting held in the Board Room at the Grand County Public Library, were as follows: Kathleen McHugh, Frank Stewart, Dan McNeil, Jenna Woodbury, Jeremy Lynch, Alanna Simmons-Cameron, Evan Clapper, and Jessica Anderson. Also present were Carrie Valdes, Library Director; and Meghan Flynn, Head of Adult Services (minutes).

Kathy McHugh called the meeting to order at 5:32 p.m.

Approval of the minutes for the December 14, 2017 meeting was discussed. Dan made a motion to approve the minutes as presented. Jenna seconded the motion and it passed unanimously.

The library bills were passed around for review.

There were no Citizens to be Heard.

Carrie delivered a Director's Report to the Board. She reviewed year end usage statistics as they compare to trends seen over the last ten years. She noted that the library's statistics show a general increase in usage and specifically pointed out the increases in digital downloads and meeting room use. Frank asked if the library's catalog includes records of available digital downloads. Carrie replied that OverDrive records are currently integrated in the catalog and the Utah State Library has been working toward offering a more seamless digital download process for the libraries that utilize Utah's Online Library. Discussion followed.

Carrie continued the Director's Report with a discussion of the library's budget. She reviewed a budget worksheet that was handed out at the meeting. The worksheet showed actual revenue and expense numbers for the years 2011 through 2016. Carrie informed the Board that 2011 was the last time the library had a tax rate adjustment and noted that the library has contributed money to the fund balance each year between 2011 and 2016. The actual budget numbers for 2017 are not yet finalized. The worksheet showed 2017's current, expected, and budgeted numbers. Once Carrie has final numbers from the Grand County Treasurer and Clerk she will be able to provide the Board with those numbers. Carrie informed the Board that she expects the library will need to pull approximately \$19,000 out of the fund balance to balance the library's 2017 budget rather than the \$127,321 amount that was originally budgeted to be pulled from the fund balance.

Carrie moved on to review a fund balance worksheet that was passed out at the meeting. The worksheet showed a history of contributions to the fund balance back to 2011. Evan asked how much money can be in the fund balance. Carrie replied that the fund balance cannot be greater than one year's revenues. The library's current fund balance is \$560,839 – this is the total amount prior to the expected withdrawal that will be necessary to balance the 2017 library budget. Discussion followed. Jenna and Kathy noted that the Board could benefit from a session with the Grand County Treasurer.

Carrie provided the Board with some details regarding the 2018 library budget that was approved by the Grand County Council. After budget discussions with the Library Board in September 2017, Carrie removed a \$10,000 Grant Match line item and decreased the Utility line item to

accommodate the Council's interest in seeing budget cuts for 2018. During a budget discussion Carrie later had with the County Council, the Council recommended that the Utility line item be increased and the \$10,000 Grant Match be added back into the library budget; however, this recommended adjustment was not included in the final 2018 budget that the Grand County Council approved. Carrie has discussed the discrepancies with the County Clerk who recommended that the funds be spent if needed and appropriate adjustments to the library's Utilities and Grant Match line items will be made when the 2018 budget is re-opened.

In 2018 the library will also use funds from its capital projects account to fix the building's leaky roof. Frank asked if the library utilizes solar power and Carrie replied that there is a solar array on the roof. An expansion of the solar array will be looked into this year in conjunction with roof repairs and/or replacement.

Dan pointed out a discrepancy between increases in the library's revenues and expenditures in recent years. Increases in revenue have been very small in comparison to recent expenditure increases. Evan noted that significant increases in health care costs are a nation-wide trend. A discussion about frozen versus annually adjusted tax rates followed. The Board asked to see a comparison of approved library budgets to actual revenue and expenditure numbers from 2011 onward. Evan asked if any other Utah libraries have a frozen tax rate and Carrie replied that she knows of at least one county library that does. Carrie reminded the Board that they can make budget recommendations to the Grand County Council, but the Council has final authority over the library budget. Jeremy stated that it will be good practice for the Board to think about balance when it comes to the library's annual budget and its fund balance. He noted that the goal is to translate money and staff time into library services for Grand County. More discussion followed. Carrie concluded the Director's Report and told the Board that details on upcoming events are available on the library's website and in the monthly e-newsletter.

The Board moved on to Old Business. The first item on the agenda under Old Business was review and consideration of re-approval of the Grand County Public Library Board Bylaws. Dan made a motion to approve the Bylaws as written. Jeremy seconded the motion and it passed unanimously.

The second item on the agenda under Old Business was review and consideration of re-approval of the Grand County Public Library Board Policy for Board Meeting Minutes. Dan made a motion to approve the policy as written. Jeremy seconded the motion and it passed unanimously.

The third item on the agenda under Old Business was review and consideration of a revised Grand County Public Library Circulation Policy. Carrie explained that the recommended changes were made to reflect the recent elimination of fees for late returns. Discussion followed. Dan made a motion to approve the revised Circulation Policy as presented. Jenna seconded the motion and it passed unanimously.

The fourth item on the agenda under Old Business was review of the Grand County Public Library Mission, Roles, and the 2018-2020 Strategic Plan. Carrie noted that the Board approved the new plan in October 2017 and the library staff has begun working on projects outlined in the plan. Discussion followed.

The Board moved on to the Consent Agenda. Carrie explained that each year the library receives a Community Library Enhancement Fund (CLEF) grant through the Utah State Library. The funds must be used for collection development, library programming, or technology that can be accessed by the public. Historically, GCPL has used CLEF grant funds to keep the library's public access technology up to date. This year's CLEF grant amount to GCPL is \$7700. The

Memorandum of Agreement (MOA) from the state library requires the signature of the Library Board Chair. The Consent Agenda serves as a safeguard to make sure that the Chair has the authority to represent the Board with her signature on the MOA. Frank made a motion to ratify the signature of the Board Chair on the CLEF grant MOA. Evan seconded the motion and it passed unanimously.

The Board moved on to New Business. The first item on the agenda under New Business was Election of Board Officers. Kathy stated that she has enjoyed her time as the Library Board Chair and would like to step aside to give another Board member the opportunity to serve as Chair. Jenna made a motion to nominate Jeremy Lynch for the position of Library Board Chair. Dan seconded the motion and it passed unanimously. Jeremy's election to the Chair position left the Vice-Chair position vacant. Dan made a motion to nominate Jenna Woodbury for the Vice-Chair position. Evan seconded the motion and it passed unanimously. Carrie noted that the Board could choose to re-appoint library staff member Meghan Flynn to serve as secretary to the board. Evan made a motion to appoint Meghan as Board Secretary. Frank seconded the motion and it passed unanimously.

The second item on the agenda under New Business was Review Existing Library Board Committees and Determine Committee Assignments for 2018. Carrie reviewed the committees and their roles. Discussion followed. The Board decided that Kathy and Dan will be on the Finance Committee; Jeremy and Kathy will be on the Policy Committee; Dan and Frank will be on the Technology Committee; Alanna and Frank will be on the Art Committee; and Jenna will serve as the Friends of the Library Liaison. The Board also decided to continue working as a whole on Strategic Plan tasks.

There were no Board Member Reports.

The Board moved on to Discussion of Future Agenda Items. The Board discussed some approaches to committee meetings.

A closed session was not needed. Jeremy adjourned the meeting at 7:03 p.m.