

APPROVED
Grand County Public Library
Minutes for the Regular Board of Directors Meeting
January 13, 2022 5:00 pm
Board Room, Grand County Public Library

In attendance for the January 13, 2022 Grand County Public Library Board meeting held in the Board Room at the Grand County Public Library, were as follows: Didar Charles, Trish Hedin, Jeremy Lynch, Rachel Stenta, and Jenna Woodbury. Also present were Carrie Valdes, Library Director; and Meghan Flynn, Assistant Director (minutes). Rose List, Alanna Simmons-Cameron, and Lillian Scott were absent.

Jenna called the meeting to order at 5:02 pm.

Approval of the minutes for the November 9, 2021 meeting was discussed. Didar made a motion to approve the minutes as presented. Rachel seconded the motion and it passed unanimously.

The next item on the agenda was Review of Bills. Bills were circulated for review.

There were no Citizens to be Heard.

Carrie began her Director's Report with a few updates. At their first meeting of the year, the Grand County Commission appointed Rachel, Alanna, and Trish to serve on the Library Board. The publication *Library Journal* recently named Grand County Public Library a 2021 Star Library. This is the seventh time since 2011 that GCPL has received the recognition.

The Friends of the Library organization has new leadership and they have been doing a great job managing the lobby book sale. Statistics from 2021 show that last year the library recorded the highest ever usage of e-content, wifi sessions, hold requests, hotspot circulations, and phone calls. This was not surprising given the nature of pandemic-style library service.

Carrie reviewed current and upcoming grant projects. The library's new Aspen Discovery catalog interface is working well. The hydroponic garden is getting set up and will soon be used for programming in partnership with the Youth Garden Project and BEACON afterschool. The large meeting room update, an LSTA funded project, will begin in mid-February. A soft remodel of the Children's Room will also occur at that time.

The library is almost fully staffed for the first time in two years. Currently, the only vacant positions are a part time Castle Valley Clerk and Children's Clerk. Due to pandemic realities, the library is providing slightly reduced Castle Valley and Children's services. The vacant positions will be hired when this situation changes. Carrie concluded the Director's Report with a review of ongoing and upcoming library programs.

Jenna asked for an update on the status of the Emergency Connectivity Fund (ECF) grant and for information about a library teen council. Carrie replied that UETN, which manages the state consortium that pursued ECF funding, has reported that their request was funded. This means

that GCPL should receive several laptops, iPads, and hotspots from them this year. The development of a library teen council is on a list of future projects to pursue.

Didar asked about the number of library employees and for information about the new shed outside the library. Carrie replied that the library currently has 18 employees and a full time equivalent (FTE) of 10.5. The new shed outside is part of a partnership with the Safe Outdoor Living (SOL) project. Partner organizations will stock the shed with tents, stoves, sleeping bags, etc. and will issue vouchers to individuals in need. The library will accept vouchers and give out items from the shed accordingly. The library was selected as SOL's distribution point because of its evening and weekend hours and central location in town. Trish shared that she is part of the Grand County Local Homeless Council and further described the SOL project.

The Board moved on to Old Business.

The first item on the agenda under Old Business was Review and Consideration of Reapproval of Grand County Public Library Board Bylaws. No changes were suggested. Jenna made a motion to approve the bylaws as presented. Rachel seconded the motion and it passed unanimously.

The second item on the agenda under Old Business was Review and Consideration of Reapproval of the Grand County Public Library Policy for Board Meeting Minutes. No changes were suggested. Jeremy made a motion to approve the Policy for Board Meeting Minutes as presented. Didar seconded the motion and it passed unanimously.

The third item on the agenda under Old Business was 2021 Budget Update and 2022 Budget Discussion. Carrie stated that the 2021 budget does not currently reflect a final tax distribution, but the County Treasurer has said that this will be resolved soon. A conservative estimate shows the 2021 library revenue at approximately \$1,125,000 and expenditure at approximately \$1,018,000. As a result, conservative estimates show that the library expects to contribute approximately \$108,000 to the fund balance for the 2021 budget year. This will bring the library's total fund surplus to approximately \$737,000.

The 2022 budget was approved as presented to the County Commission and included salary adjustments that were county-wide. The salary adjustments are expected to have an impact on the library budget over time because the library does not currently receive any revenue from the sales and use tax that is creating a surplus for the county's general fund. The library is approximately 96% property tax funded. The library's approved 2022 budget shows revenues at \$1,165,492 and expenditures at \$1,351,407. A contribution of approximately \$185,000 from the library's fund balance will be required to balance the 2022 budget. This will work well given the library's current fund balance, but a tax rate increase for the library may need to be pursued in 2024 or 2025.

Rachel asked if monies from the library's fund balance are strictly for operations and how capital projects budgeting is handled. Carrie replied that the fund balance is only used for operations. This is in compliance with state law. Each year, the library can budget to put money into a capital projects account. The library is currently doing this to plan for a roof repair that will be

needed in the next few years. The County has a capital projects account, but it is separate from the library's capital projects account. Discussion followed.

There was no Consent Agenda.

The Board moved on to New Business.

The first item on the agenda under New Business was Election of Board Officers. Currently, Jenna is Board Chair, Didar is Vice Chair, and Meghan is the appointed Secretary. Rachel made a motion to continue into 2022 with the current officers. Trish seconded the motion and it passed unanimously.

The second item on the agenda under New Business was Review Library Board Committees and Determine Changes for 2022. Committees include Finance, Policy, Technology, Art, and the Friends of the Library Liaison. Carrie reviewed potential contributions from committees. Board members noted that they are pleased with current assignments and invited Rachel to join the Technology Committee, which had only one member in 2021. Jenna made a motion to maintain 2021 committee assignments and add Rachel to the Technology Committee. Didar seconded the motion and it passed unanimously.

The third item on the agenda under New Business was Review and Discussion of Grand County Disclosure Statement as defined in Grand County Ordinance No. 593. Carrie informed the Board that Grand County staff and volunteers are required to disclose potential conflicts of interest. The disclosure form was included in the meeting's agenda packet if any Board members need to complete one.

There were no Board Member Reports.

The Board moved on to Future Agenda Items. Carrie noted that policy review will be a part of future meetings this year. Rachel suggested that the Board could discuss opportunities to pursue funds from sales and use tax and/or TRT. Jenna reminded the Board that everyone needs to complete the online Open and Public Meetings Act training prior to the next meeting on March 10.

A closed session was not needed. Jenna adjourned the meeting at 5:41 pm.