

APPROVED  
Grand County Public Library  
Minutes for the Regular Board of Directors Meeting  
September 12, 2019 5:30 pm  
Board Room, Grand County Public Library

In attendance for the September 12, 2019 Grand County Public Library Board meeting held in the Board Room at the Grand County Public Library, were as follows: Jeremy Lynch, Jenna Woodbury, Alanna Simmons-Cameron, Frank Stewart, and Jessica Anderson. Also present were Carrie Valdes, Library Director; and Meghan Flynn, Assistant Director (minutes). Kathleen McHugh and Evan Clapper were absent. Dan McNeil arrived at 5:54 p.m.

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

Approval of the minutes for the June 25, 2019 meeting was discussed. Jeremy suggested changing the word “passes” on page 2 of the pending minutes to “passed” for consistency and accuracy. Frank made a motion to approve the minutes with the suggested edit. 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 discussed the success of the library’s all ages summer reading programs and shared that the library has begun working with the Utah Food Bank to offer a daily free meal (with the exception of Sundays when the library is closed) to youth under 18 years old. She also reported that the *Time Independent* is now fully digitized and issues of the paper from its beginnings through 2005 are freely accessible on the Utah Digital Newspapers website.

Carrie continued the Director’s Report with a staffing update. The full time maintenance worker vacancy has been filled and the new employee is doing a great job. Two part time Library Clerk vacancies are currently posted with Grand County Human Resources. Carrie also recently worked with Grand County leadership to adjust the library’s organizational chart. A budget neutral proposal to create an Assistant Director position was presented to the Grand County Council and was approved earlier this month. The intent of the change was to allow the two heads of services positions more opportunity to work on direct services to patrons to keep pace with the service demands of our growing community.

The Director’s Report was concluded with a review of upcoming library events and outreach activities.

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 Collection Development Policy. Board members noted that the policy was significantly updated at the time of its last review in the spring of 2018. Jenna made a motion to approve the Collection Development Policy as presented. Alanna 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 Interlibrary Loan Policy. Jenna asked why it's necessary for the policy to state that patrons will be charged for ILL materials in accordance with the Grand County Fee Schedule when the current Fee Schedule does not include a charge for ILL materials. Carrie answered that the statement is there so that potential Fee Schedule changes do not impact the content or accuracy of the ILL Policy. Discussion followed. Alanna made a motion to approve the Interlibrary Loan Policy as presented. Jenna seconded the motion and it passed unanimously.

There was no Consent Agenda.

The Board moved on to New Business. The first item on the agenda under New Business was discussion and recommendation of a revised Grand County Public Library Fee Schedule to the Grand County Council for approval. Carrie told the Board that library staff is recommending a removal of the current \$1.00 charge for replacement library cards. The suggestion is because the Utah State Library will soon be requiring the library to switch all of our patrons to new library cards so that we can continue to provide access to state library resources. Grand County Library has already used state library funds to purchase replacement cards for the required switch, which will likely take place over the winter months. Library staff feel that charging patrons \$1 for a required card that the state library has already paid for will be both unfair and bad for public relations.

Dan McNeil arrived at 5:54 p.m.

Board members shared the details of the Fee Schedule discussion with Dan. More discussion followed. Dan made a motion to approve the recommendation of a revised Grand County Public Library Fee Schedule to the Grand County Council as presented. Alanna seconded the motion and it passed unanimously.

The second item on the agenda under New Business was discussion and recommendation of a 2020 Grand County Public Library budget to the Grand County Budget Advisory Board. Carrie reminded the Library Board that they now make a budget recommendation to the county's Budget Advisory Board. The Budget Advisory Board will review the Library Board's recommendation and then make a final recommendation to the Grand County Council for approval. Carrie explained to the Board that she cannot accurately predict the anticipated salaries and benefits numbers for 2020 since those numbers depend on the Council's potential decision to include a cost of living adjustment (COLA) to 2020 wages and the Human Resource Department's 2020 county employee benefits offerings.

Other than the anticipated, but unknown, increases to the salaries and benefits line items, Carrie noted that the proposed 2020 library budget contains very little change from the previous year. Proposed increases are focused on increasing funding to programs for all ages of patrons. The library has particularly been working to increase its service and program offerings to teen patrons. Discussion followed. Dan asked why the 2020 proposed budget contained a revenue number lower than the previous year. Carrie replied that the anticipated revenue difference is related to grant money. The library pursues different grant opportunities each year. Those revenue numbers change year to year and cannot be predicted during the budget recommendation process. More discussion followed.

Jeremy asked for a clarification regarding spending covered under the Inventory line item. Carrie replied that the Inventory line item covers the building's items that may need replaced during the year such as vacuums, chairs, etc. Dan asked if the 2019 budget numbers reflect the roof repair that took place earlier this year. Carrie replied that the roof repairs were covered by the library's Capital Projects fund, which currently holds money left over from the building's construction and is separate from the library's operations budget. She added that the Grand County Maintenance Department is interested in increasing the county's capital projects accounts so that departments are prepared to address the needs of aging facilities as issues occur. Discussion followed.

Carrie explained to the Board that the library's fund balance contained approximately \$500,000 at the start of the 2019 budget year. The library will likely remove approximately \$100,000 from the fund to balance 2019's budget. The proposed 2020 library budget anticipates a need to remove approximately \$240,000 from the fund – an amount that the current fund balance can handle. Those numbers may change depending on property tax revenues from new growth and/or the Grand County Council's decision to change property tax rates for 2020. Discussion followed. Alanna made a motion to recommend the proposed 2020 Grand County Public Library budget to the Grand County Budget Advisory Board as presented. Frank seconded the motion and it passed unanimously.

The third item on the agenda under New Business was discussion of the Grand County Disclosure Statement. Carrie explained to the Board that the County Attorney is working to update forms and practices to ensure that the county is compliant with state law. The Disclosure Statement form should be completed by any county employees and volunteers that have a personal interest or connection to a company or organization that may do business with Grand County. The form does not indicate a conflict of interest; it is simply a disclosure of information.

The fourth item on the agenda under New Business was discussion of upcoming Library Board vacancies. Jenna and Dan will both complete their first four year terms on December 31, 2019. Carrie asked them to each provide an update in November if they are or are not interested in serving a second term on the board.

Jessica Anderson left the meeting at 6:23 p.m.

The Board moved on to Board Member Reports. Jenna shared that there is a Friends of the Library Book Sale coming up in October. Any volunteer assistance will be greatly appreciated. Discussion followed.

The Board moved on to Future Agenda Items. Carrie noted that the library will reach the end of its current Strategic Plan at the end of 2020. The next meeting will be a good time to discuss ideas for future projects. Dan asked if Carrie could give a presentation on the state of the current strategic plan at the next board meeting and she agreed to do so.

Jeremy noted that the next regularly scheduled Library Board meeting date is November 14.

A closed session was not needed. Jeremy adjourned the meeting at 6:31 p.m.