

APPROVED
Grand County Public Library
Minutes for the Regular Board of Directors Meeting
September 20, 2017 5:30 pm
Large Meeting Room, Grand County Public Library

In attendance for the September 20, 2017 Grand County Public Library Board meeting held in the Board Room at the Grand County Public Library, were as follows: Susan Roche, Jenna Woodbury, Jeremy Lynch, and Evan Clapper. Also present were Carrie Valdes, Library Director, and Meghan Flynn, Head of Adult Services (minutes). Dan McNeil, Kathy McHugh, and Jessica Anderson were absent. Rob Magleby arrived at 5:40 pm.

Jeremy Lynch called the meeting to order at 5:31 p.m.

Approval of the minutes for the July 13, 2017 meeting was discussed. Jenna Woodbury made a motion to approve the minutes as presented. Evan Clapper 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 provided a staffing update and noted that a part-time library clerk has given notice and County HR will be posting the job opening soon. She reported that new pavers have been added to the library's courtyard to improve the usability of the space for programs. Carrie also reported on the results of a survey sent to local non-profit organizations regarding their experience using grant resources. Carrie concluded the Director's Report and reviewed upcoming library events and shared an anonymous patron concern asking the Library Board to refrain from making decisions that would lead to an increase in taxes.

Evan asked for clarification on the name of the grant resource discussed in the Director's Report. Carrie replied that the Foundation Center Database is a resource that the library previously provided access to. Jeremy reported that he and Dan had also conducted a survey of non-profits and their experience with the Foundation Center database. He noted that the information collected was similar to what was discovered through the library's survey. Carrie added that the conversation regarding how to bring the resource back to the community is ongoing.

There was no Old Business.

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 explained that library staff is recommending the elimination of fees for late returns. She noted that late fees create a barrier to access and added that numerous public libraries across the nation have successfully eliminated late fines or are

working toward the goal. The Salt Lake City Public Library recently eliminated late fees and their Director generously shared his research outlining the benefits of the decision. Jenna asked how the library will handle the reduction of revenue. Carrie replied that late fees alone account for \$4,000 annually, which is less than 0.05% of the overall budget. Discussion followed. Carrie also noted that library users will still be responsible for replacement fees associated with lost or damaged items, whether or not the library continues to charge late fees. Replacement fees are charged to a patron's account once items are 28 days overdue. Jeremy asked if previously accrued late fees would be retroactively forgiven if the Council approves the removal of late fees. Carrie replied that library staff will recommend the forgiveness of old late fees. Historically, when late fees have changed, library staff has adjusted accrued late fees to reflect new fee amounts and ensure a fair approach to late fee collection. Discussion followed. Evan made a motion to recommend the revised library fee schedule to the Grand County Council for approval. Susan seconded the motion and it passed unanimously.

The second item on the agenda under New Business was Discussion and Recommendation of 2018 Grand County Public Library Budget to the Grand County Council for Approval. Carrie reviewed the budget handouts that were passed out at the meeting. The first sheet showed that the library's current budgeted fund balance is \$430,231. This number is based on actual contributions to the balance in previous years and the amount budgeted to be contributed to balance the library's 2017 budget. Carrie noted that the actual fund balance contribution to the 2017 budget may be different than the budgeted contribution of \$130,021 because property taxes will not be collected until November and the numbers used to create the 2017 budget at the end of 2016 did not include projections for new growth in the county. Discussion followed.

Carrie informed the Board that approximately 80% of the budget covers employee salaries and benefits. Increases in insurance costs are unknown at this time and the county is currently conducting a compensation study. County decisions that determine salaries and benefits numbers will affect the library budget. A worksheet with a proposed 2018 library budget contains place holder numbers for salaries and benefits based on previous year trends. Outside of the salary and benefits line items, the 2018 proposed library budget contains no requests for increases. Discussion followed. Evan explained that the County Council has been encouraging county departments to decrease operational costs wherever possible in anticipation of results from the compensation study, which will likely recommend increases in employee wages. He recommended attempting to decrease operational costs in the proposed 2018 library budget by 10-15% in anticipation of the Council's request. Discussion followed. Jeremy suggested that Carrie could cut 10% from the proposed operational costs prior to presenting the proposed 2018 budget to the County Council for approval. Other Board members agreed to this approach. Evan made a motion to recommend the 2018 proposed library budget with discussed revisions to the Grand County Council for approval. Jenna seconded the motion and it passed unanimously.

The Board moved on to Strategic Planning Initiatives. The first item on the agenda under Strategic Planning Initiatives was Review and Discussion of a Second Draft of the Grand County Library Strategic Plan for 2018-2020. Carrie thanked the Board for the comments and feedback provided after their review of the plan's first draft. She noted that library staff members were also invited to comment on the first draft. The second draft contains revisions based on feedback provided by both the Board and library staff. Discussion followed. Susan asked about the

possibility of further distinguishing between and/or equalizing the family literacy and lifelong learning initiatives outlined in the second draft. More discussion followed. Susan asked if it's reasonable to expect that library staff will be able to implement and/or complete the projects detailed in the plan. Carrie replied that library staff is always looking for ways to increase or improve efficiency and library staff will be able to implement the projects outlined in the new plan.

Jenna provided a Board Member Report. She informed the Board that the Friends of the Library have a book sale coming up at the end of October. Any help that Board members can provide with the set up or take down will be greatly appreciated.

Jeremy also provided a Board Member Report. He described his and Dan's efforts to talk with local non-profit leaders about their interest or experience with the Foundation Center Database. He noted that local organizations are interested in access to the resource for grant research and for the transparency it provides regarding the transfer of funds in the larger non-profit world. He added that it is useful as an educational tool in addition to its use as a resource for discovering funding opportunities. Discussion followed. Carrie noted that it makes sense for the library to be an access point for the Foundation Center Database because of the availability of public computers. She added that the Foundation Center has requirements in addition to the cost of database access. Carrie stated that a partnership with local non-profits to fulfill the Foundation Center's requirements makes sense as a way to offer the resource locally. Jeremy added that the education component is a valuable part of providing access to the database. He noted that finding the right non-profit partner is a good idea and worth further investigation. Evan suggested that a partnership with USU might be beneficial. Discussion followed.

The Board moved on to Future Agenda Items. They discussed potential meeting dates for October.

A closed session was not needed. Jeremy adjourned the meeting at 7:08 p.m.