APPROVED
Grand County Public Library
Minutes for the Regular Board of Directors Meeting
January 24, 2024 5:30 pm
Board Room, Grand County Public Library

In attendance for the January 24, 2024 Grand County Public Library Board meeting held in the Board Room at the Grand County Public Library, were as follows: Didar Charles, Rowan List, Trish Hedin, Brian Parkin, Anne Clare Erickson, and Michele Widera. Also present were Carrie Valdes, Library Director; and Meghan Flynn, Assistant Director (minutes). Rachel Stenta was absent.

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

Approval of the minutes for the November 2, 2023 meeting was discussed. Michele made a motion to approve the minutes as presented. Trish 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 statistics information that was provided in the agenda packet. Circulation, walk-in, and program attendance numbers show that the library has rebounded from pandemic levels of use. Wi-Fi usage numbers and outreach efforts are greater than ever before. Board members expressed interest in helping with library outreach. Discussion followed.

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. Trish made a motion to approve the Bylaws as presented. Anne Clare 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 Policy for Board Meeting Minutes. Didar made a motion to approve the policy as presented. Michele seconded the motion and it passed unanimously.

The third item on the agenda under Old Business was Review of Grand County Public Library Mission Statement and Library Roles. Carrie noted that the beginning of the year is a good time for the Board to review the library's mission and roles. Library staff use the mission and roles to guide their annual performance goals.

The fourth item on the agenda under Old Business was 2023 Budget Update and 2024 Budget Discussion. The final 2023 budget numbers will be available after an audit in April 2024. Carrie reviewed the budget information that was provided in the agenda packet. She estimated that approximately $135,000 will be drawn from the library surplus fund to balance the 2023 budget. Trish asked how much will remain in the surplus fund. Carrie noted that it will depend on new growth revenue, but estimated that the fund balance might be close to $640,000 once the 2023 budget is finalized. Discussion followed.

Carrie continued the budget discussion and stated she is thankful that the Grand County Budget Advisory Board and County Commission were willing to approve changes to the 2024 library budget to accommodate both inflation and costs related to the aging library building. She estimated that the 2024 budget may result in an $80,000 contribution to the fund balance unless the Board decides to recommend to the Commission that those funds be reallocated to use for capital projects. Both the library's HVAC system and roof will be in need of major repair or replacement soon. Carrie noted that it's fiscally responsible to plan for those coming needs instead of spending in response to emergencies. Discussion followed.

Carrie concluded the budget review and discussion noting that she doesn't know why the 2024 library budget has $15,000 in its Interest line item. Typically, that revenue line item does not have any funds. She will clarify with the Clerk's office.

The Board moved on to New Business. The first item on the agenda under New Business was Election of Board Officers. Trish made a motion to nominate Michele for the position of Library Board Chair and Rowan for the position of Vice Chair. Anne Clare seconded the motion and it passed unanimously. Anne Clare made a motion to appoint library staff member Meghan to continue serving as Secretary. Rowan seconded the motion and it passed unanimously.

The second item under New Business was Discussion of Grand County Conflict of Interest Disclosure Statement and Ethics Pledge as Defined in Grand County Ordinance No. 593. Carrie explained to the Board that all Grand County employees, elected officials, and volunteers must sign the ethics pledge and disclose any conflicts of interest at the beginning of each year. Discussion followed.

The third item under New Business was Discussion of Open and Public Meetings Act Training Requirement. Carrie reminded the Board that they must complete the OPMA training annually and provide their certificates of completion.

There was no Consent Agenda.

There were no Board Member Reports.

The Board moved on to Future Agenda Items. The regularly scheduled board meetings in March and May will unfortunately conflict with professional library conferences that staff are planning to attend. The board discussed re-scheduling options. Brian brought up the need for some landscaping fixes around the building. Carrie noted that a local landscaping company will begin work on those issues in the spring. Discussion followed.

A closed session was not needed. Didar adjourned the meeting at 6:11 p.m.