

**Grand County Library Foundation  
Board Meeting  
5:00pm Tuesday, October 27, 2009  
Administration Office**

**Attendance:** Mary Anne Wilcox, Pat Berger, Stephanie Ralph, Linda Cumming, Bob Vogel, Dick Davis, Tom Reichert, Frank Delay, Diane Bond, Rosemary Knerr, Jill Miles, Lorie Wheeler, Roxane White, Jack Bakken

**Minutes:** Stephanie Ralph

**I. Roll Call**

Mary Anne Hanson-Wilcox, Grand County Library District Director  
Pat Berger, GCLD Finance Administrator  
Jack Bakken, Board Member  
Stephanie Ralph, GCLD Public Services Coordinator  
Jill Miles, GCLD Trustee  
Linda Cumming, Granby Library Branch Librarian  
Lorie Wheeler, Board Member  
Dick Davis, Board Member  
Tom Reichert, Board Member  
Bob Vogel, Foundation President  
Frank Delay, Board Member  
Diane Bond, GCLD Trustee  
Roxane White, GCLD Trustee  
Rosemary Knerr, GCLD Trustee

**II. Further Revisions or Recommendations for Revisions to Bylaws and Mission Statement.**

The revised bylaws should read as follows:

**GRAND COUNTY LIBRARY FOUNDATION  
BYLAWS**

**Mission:** The Grand County Library Foundation (Foundation), a 501(c)(3) entity encourages, solicits, receives, holds and manages gifts, bequests and reserves of the Grand County Library District (Library), so that these assets, and their earnings, may provide ongoing support for facilities, staff, programs and services to help in achieving the vision to be “The Peak of Excellence in Mountain Libraries, spanning the Divide.”

**Goal:** The goal of the Foundation is to enhance, not replace, traditional tax-based support for the Library, by

- Building an endowment to ensure the viability and sustainability of the Library
- Seeking additional funds to support enhanced Library operations
- Managing Library investments to achieve a safe maximum return

## **1. MEMBERSHIP**

- 1.1 The members of the Foundation Board are appointed by the Grand County Library District Board of Trustees and serve at the pleasure of that Board.
- 1.2 There shall be no fewer than twelve members of the Foundation Board appointed for two-year renewable terms.
- 1.3 The Executive Director of the Library District shall be an ex-officio member of the Foundation Board.

## **2. OFFICERS AND OFFICERS DUTIES**

- 2.1 The officers of the Foundation Board are President, Vice-President, Secretary and Treasurer.
- 2.2 The President, Vice President and Secretary are elected annually by the Foundation Board. The Treasurer of the Library District Board of Trustees shall serve as Treasurer of the Foundation Board.
- 2.3 The President, who is not a trustee of the Library District Board of Trustees, shall call and conduct the meetings of the Board and the Executive Committee
- 2.4 The Vice-President shall serve in the absence of the President.
- 2.5 The Secretary is responsible for correspondence and recordings of meetings of the Board and Executive Committee.
- 2.6 The Treasurer is responsible for overseeing financial recording, reporting and execution of approved investment strategies.

## **3. MEETINGS**

- 3.1 The Foundation Board will meet no less frequently than semi-annually.
- 3.2 Meeting dates for the next year will be set at the second semi-annual meeting.
- 3.3 Special meetings may be called by the Executive Committee.

## **4. COMMITTEES**

Each committee will select a chair person for the committee.

- 4.1 Executive Committee
  - 4.1.1 The Executive Committee organizes and directs the activities of the Board and plans its meetings and can act for the Foundation between meetings.
  - 4.1.2 The Executive Committee consists of the Officers of the Foundation Board.
  - 4.1.3 The Executive Director of the Library District shall be an ex-officio member of the Executive Committee.

#### 4.2 Investment Committee

4.2.1 The Investment Committee monitors the investments of the Library District and proposes investment strategies to the Foundation Board for consideration and approval.

4.2.2 The members of the Investment Committee are the Treasurer of the Library District Board of Trustees, the Executive Director and Finance Director of the Library District, and at least three members selected by the Library District Board of Trustees.

#### 4.3 Development Committee

4.3.1 The Development Committee develops plans, for building the endowment and seeking supplemental funds through direct solicitation, campaigns, and special events.

#### 4.4 Ad-hoc Committees

### 5. AMENDMENTS

5.1 These By-Laws may be amended by a majority vote of members present at any regular or special meeting of the Foundation Board providing members have been advised of the proposed changes at least 14 days prior to the meeting.

5.2 Amendments to these By-Laws must be ratified by a majority vote of the Library District Board of Trustees.

Revised 10.27.09

A discussion followed relating to the bylaws and the nature of the endowment. Bob Vogel stated that an endowment can only be created by a donor designation. Income from the endowment can be rolled over into the endowment or comingled with other funds. The Foundation has three duties:

- Managing investments
- Building an endowment
- Seeking funds for the Library

Care must be taken if a donor has restricted funds for a particular use. The Foundation has a fiduciary responsibility to use the funds as the donor specified.

**Berger stated** that during the building campaign some money was donated to the 501(c)(3) and some funds were not. This situation occurred during the Mountain Libraries fund raising campaign. It was realized that some organizations will only contribute to a 501(c)(3). Once the Foundation accounts were set up, all capital campaign dollars raised have been deposited to the Foundation.

**Wilcox proposed** we ask Rich Newton (GCLD attorney) if there are any concerns with directing those existing funds and pledges- still to be received, to the Foundation.

**White made a motion** that “the modifications to the document be recommended to the trustees for adoption.”

**Seconded by Miles**

Motion carried unanimously.

### III. Organizational Matters

#### A. Election of Vice President and Secretary

**Miles nominated** Knisley for Vice President.

**Knerr made a motion** that Knisley be approached about the position of Vice President.

**Seconded by Bond**

Motion carried unanimously.

**Knerr made a motion** that lacking Jan’s acceptance of the Vice President position, Delay is elected.

**Seconded by White**

Motion carried unanimously.

There was discussion on the nomination of secretary. Wheeler pointed out that this is an important position. He would be interested if it did not involve taking minutes. Wilcox confirmed that a member of the library staff would always be at the meetings and they would be responsible for recording the session and taking minutes. If this is the case, Wheeler said he would be interested in standing for the position of secretary. Vogel added

that there would be two meetings per year and the secretary's major contribution would be to handle correspondence.

**Knerr motioned** that Wheeler be elected as the Secretary of the Foundation.

**Seconded by White**

Motion carried unanimously.

It was decided that the trustees can sign if the secretary is not available and an assistant secretary will be named wherever necessary.

**B. Recommendation of Initial Board Member Terms**

All Library Trustees; Bond, Kacik, Knerr, Steneck, Miles and White, and Reichert have one-year terms. Bakken, DeLay, Jamison, Knisley, Vogel and Wheeler have two-year terms. All terms begin on November 17<sup>th</sup> and are renewable on December 31, 2010.

**C. Setting up Meeting Dates for 2010**

**Vogel suggested** a meeting twice a year on the first Wednesday in the month. The next meetings will be on June 2<sup>nd</sup> 2010 and November 3<sup>rd</sup> 2010.

**D. Recommendations for the Investment Committee and expectations of the Committee**

- Suggestions for Investment Committee members included: Bakken, Reichert and Delay and Wheeler in addition to current members Kacik, Wilcox and Berger.
- The first charge for the Investment Committee is to develop an investment policy.
- It was decided that each committee elect their own chair independently.
- Wheeler will send out a notice to arrange the dates and times for the Investment Committee to convene.

**IV. Discussion Items**

**A. Cultivation of Additional Board Members –Who and how?**

**Vogel** pointed out that we can approach people when the Foundation comes to need more members. Certainly, if the Foundation is planning to phase out trustees we will need to replace members. He observed that to develop the Foundation, we need to include the following criteria when assessing new members:

- People who are passionate about libraries,
- Members who know different parts of the County. It is helpful to have faces that are recognizable and known in all our communities.
- The Friends of the Library should be invited to liaise and develop networking possibilities. Wilcox suggested we extend Nancy Abbott, the President of the Board of the Friends of the Grand County Library an invitation for Foundation membership and invite her specifically to meetings. This was agreed upon by everyone.

**Wheeler:** the primary reason to find new board members is to develop the Foundation; therefore we should add recruiting new board members to the responsibilities of the Development Committee.

**B. Building an Endowment and Seeking Supplemental Funds-How do we go about this?**

**Vogel** – The Foundation is an ideas group, we are not expecting to go out and raise money. **Wheeler** hoped raising money was not the principal function of the Foundation, rather, that the members should identify possible prospects and team with others in making visits and presentations. The Foundation will be involved in creating action plans, rather than approaching acquaintances and friends for donations. Most of the money is seen as coming through bequests. The plan is to add memorial funds to build the endowment. This effort will play out in the long term. How urgent is the work to create funds? When will these supplemental funds be critical to the financing of the Library District?

**Berger** described how the Library District is currently using District funds to pay off the debt service. Our goal would be to reduce the debt service on the amount borrowed to build the new libraries. If this does not happen by the start of 2011, we will be looking at reducing operational expenses which will mean some changes or reductions to library personnel or in library services. At the present time there are still some District reserves.

In response to Bakken's request, Berger agreed to supply the Foundation with financial projections for the next two or three years. She added that the projections are conservative; however there is a margin of conjecture involved. The current projections indicate that, if nothing changes, we will be seeing deficits in the next three years. In 2010 there is a surplus budget; however, in 2011 we anticipate some declines in tax revenues. Berger does not anticipate financial urgency until the end of 2010 into 2011. It was asked how much pledged money is still out there and how much we anticipate collecting.

**Vogel** observed that the GCLD Strategic Plan contains nothing about money. There is nothing describing how the Library plans to meet its financial obligations. The Foundation is charged with creating additional funds to prevent the cutting of hours, personnel or services.

**Berger**, the County Commissioners have projections and some of the data is available to the public. Their projections are extremely conservative. Wilcox suggested that the Northwest Colorado Council of Governments make financial projections which may contribute to our understanding.

**Vogel** commented on the importance of maintaining the awareness of the value libraries bring to our communities. Although there is more out there about the work of the libraries, we need to continue to increase our visibility and generate interest in our services and programs.

**Wilcox** introduced the Preliminary Draft Proposal for obtaining funding for a Development Coordinator.

See Preliminary Draft Proposal Appendix A.

The trustees hire someone to raise money through a grant writing process. This would generate the funds to ultimately hire a part time Development Coordinator. Wilcox introduced a recent Weld County Library District advertisement for a similar position paying \$21,000-31,000.

**Vogel** suggested that the Foundation recommend to the Library Board that a person is found to help with fund raising efforts. The Foundation would like to recommend that the Board funds step 1 in the Preliminary Draft Proposal. This would be a limited term position.

**C. Development Committee**

- The initial duties of the Development Committee are to develop a financial plan, which can be recommended to the trustees.
- Members of this Committee can sit in on other committees to develop an overall perspective. The meetings are public and advertised in compliance with the Colorado Sunshine Laws.
- Those volunteering for the Development Committee included: Vogel, Miles and Cumming as a staff representative. Delay and Knisley were suggested as other good candidates for this committee.

**V. Adjournment**

Meeting adjourned at 7:00pm

## Appendix A: Preliminary Draft Proposal



Grand County Library District proposes the creation of a full time/part time position of Foundation Coordinator. In order to fund the position, we propose a two step process:

**Step 1.** The creation of a grant writing position paid on an hourly basis.

**Step 2.** Depending on the funds generated by the grant writing, we propose advertising a ft/pt position of Foundation Coordinator.

### Step1.

- Job opportunity announced including hourly wage, and parameters for the grant or fund raising. Candidates will be interviewed by Foundation Board members.
- The Foundation appoints a member of the Board to liaise with the grant writer.
- Grant writer is allocated x number of hours for research.
- Grant writer reports back to the Foundation with findings.
- Foundation reviews findings and allocates time to complete the grant writing process.
- Grant writing completed. Depending on the outcome, the Foundation defines the parameters of the Coordinator position.

### Step 2.

- Foundation Coordinator position advertised and filled.
  1. GCLD donates access to equipment and expertise to the Foundation grant writer thereby supporting the grant writing process without impacting full time library staff.
  2. The Foundation can effectively test the possibilities of generating funds through the grant writing process before committing to the position of Foundation Coordinator.
  3. The Foundation accesses the capabilities of the potential appointee for the Foundation Coordinator position.

Stephanie Ralph, Public Services Coordinator

10/27/09