



**GRAND COUNTY LIBRARY FOUNDATION
BOARD MEETING
6:00 PM, Wednesday, February 9, 2011
Granby Library
Community Meeting Room**

Attended: Rosemary Knerr, Nancy Abbott, Lorence Wheeler, Tom Reichert, Dick Davis, Jean Klanica, Pat Berger, Mary Anne Wilcox, Roxane White, Laura Hagar, John Kacik, Frank DeLay, Mark Lund, Jan Knisley, Jill Miles, Marilyn Huff

6:00 PM Reception for New Board Members

6:30 PM Business Meeting -Called to order by President Wheeler at 6:30 PM

I. Roll Call

II. Consensus Items

A. Approval of Agenda- Wheeler added Discussion Item B Committee or Members to Coordinate/Organize New Member Education Program and move B to C. Wheeler declared the agenda approved as amended.

B. Approval of November 3, 2010 Minutes – Correction of the spelling of Jan Knisley's name. White made a motion to approve the minutes, Miles seconded and all said "aye" to approve.

III. Reports

A. Executive Director, GCLD- The district restructuring started the first of January, staff is emphasizing customer service, cross-training and rotating duties. Selection of items is centralized now and staff is recommending items. We are ready to start outsourcing of the processing and cataloging of items. All materials will be shipped directly to the branches. The Youth Services Specialist is planning programs for the entire district's youth programs then creating kits that are sent to the branches. There will be fewer adult programs in the district- some movie nights or matinees and continuing book clubs. Juniper Library has more extensive adult programming. All of the changes in the district were done by direction from the GCLD Board of Trustees to reduce budgeted expenses in 2011 by 10-15%. A search for new branch manager for Granby Library has been started. Stephanie Ralph is working as Granby's Interim Branch Manager and as Public Service Coordinator. The cold has caused problems with pipes freezing in Hot Sulphur Springs (HSS) Library, and pipes freezing and bursting in the Granby Library and the Fraser Valley Library (FVL). The Granby Library had minimal damage with just a little drywall and ceiling damage, HSS Library had no water for a short time. FVL has more damage- 1 1/2 inches of water through most of the library, the ceiling in a restroom collapsed, but there was no loss of any books and there was one computer lost. While the carpet is removed the interior will be painted. The cabling in the building is in the concrete and we are waiting to see if this has been damaged. If there is any budget for it, this would be the time to update the cabling. Everything in the library is going to be moved and put in storage in Denver. FVL will be closed at least a month. An annex will be opened in the workroom next week with 6 public computers; wireless for laptop users and the new items will be available there for check out. Customers will also be able to pick up their hold items.

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- B. Finance Director, GCLD-** Berger emailed the financial statement to everyone. She said there are some funds that need to be invested. Berger explained that there are some reserves from surplus in the GCLD budget that can help carry us through the next several years as the economy recovers. The audit is scheduled for March 3 -4.
- C. President-**
- D. Treasurer-** Miles said she was wondering if we need to do some long term budgeting for the Foundation at some point. Knisley said she agreed we need to do some long term planning for funds.
- E. Investment Committee-** There was some discussion of putting more funds into CD's.
- **Gift Policy**
 - **Endowment Donor Project-** Davis came up with an idea a year or so ago about the local resort employees use of library services and that the resorts might be significant donors to the library district. He said there are probably 20-30 entities around the county with deep pockets and since their employees benefit greatly from the libraries they may be willing to give to the libraries. He suggested talking to some of these groups about putting into their budget \$25,000-50,000 as an endowment over 5 years or so.
- F. Development Committee-**
- **Direct Mail Project-** the second mailing was completed with postcards in late November.
 - **Small Neighborhood Parties Project-** none are planned at this time. Laura Hagar is looking at grants from Freeport McMoran; they have a couple of different programs- one out of Denver and one out of Phoenix. She also has looked at some other foundation grants that have April deadlines; she said that they do want very specific programs. Hagar said she will meet with Jill Miles tomorrow to see what can be pulled together. She said she would like to get the Freeport McMoran grant submitted this month. The Kremmling Library Energy Audit improvements are a good request to work with the Freeport McMoran grant. Wilcox said the Kremmling Library Energy Audit was done through BEDA. Hagar asked the board for direction with the grants. Wheeler said he thought the direction shouldn't come from the foundation board but should go through library district management. Knisley made a motion that the direction of the grant writing now under consideration (not endowment grants) be from library district management with referral from the foundation board. White seconded the motion and all agreed and the motion carried.

IV. Action Items

A. Election of Vice President- Jack Bakken resigned from the board. Miles nominated Reichert, Knisley seconded the nomination and all approved. Tom Reichert is the new Vice President.

V. Discussion Items

A. Library Scramble, GCLF Golf Tournament- Wilcox said that the 2 golf courses (Headwaters and Grand Elk) had previously agreed that their course would be free of charge for GCLF tournaments. The possible date for this year is the 11th or 18th of July. There was discussion on the difficulties of finding sponsorships the volume of work in putting together a tournament and the need for an enthusiastic chairman. Knisley suggested instead of a golf tournament ask for an endowment from the golf courses. Miles suggested seeing if anyone in the Friends was a golf enthusiast. Wheeler suggested that we see if the course is going to be free and refer the issue of whether there should be a tournament to the Executive Committee to discuss. Wheeler said everyone should think of people who could possibly

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chair the tournament. Miles asked if instead of a full tournament the board should see if a percentage of fees for a day could be donated to the foundation.

B. Committee or Members to Coordinate/Organize New Member Education Program-

Wheeler asked that someone put together what the committees are, what the current projects are, and other information that would be helpful to new members. Miles said it could possibly be a welcome letter that included all of the information. Knisley said she thought the president should inform new members of what is going on. Knisley said she would be willing to help with this and Wheeler said he would also work on it. Knisley said they could put together a packet of information. Hagar said she would suggest it be called a protocol committee. Wheeler said the core committee will be himself and Knisley and then each chair of each committee should put together information of what their committee entails and get it to them and they will put everything together into a packet.

C. 2011 GCLF Board Meetings: May 18, 2011 and November 2, 2011-

Kacik asked that the new members should see what committee they would like to be on.

Everyone should put together a paragraph about yourself (around 100 words) include your background, connection to library, etc. Hagar said this is helpful for putting together grants. Bios should be sent to Laura Hagar at invision@ecentral.com. Put **Bio** in the subject line. Each person should write two bios one for use for the grants and another which emphasizes particular talents that could be brought to the table: lawyer, teacher, areas of experience, etc.

Huff will send the meeting minutes to Frank DeLay, the board secretary. DeLay will approve the minutes and then email the minutes to all of the board members as a reminder to work on the bios.

VI. Adjournment – Reichert made a motion to adjourn, Davis seconded the motion and all approved at 8:24 PM.

Respectfully Submitted by Marilyn Huff