



**GRAND COUNTY LIBRARY FOUNDATION
BOARD MEETING
6:00 PM, Tuesday February 28, 2012
Grand County Library District
Administration Office**

I. The meeting was called to order by President Dave Skinner at 6:11pm

Roll Call

Dave Skinner, Foundation President
Dede Fay, GCLD Secretary
Kim Jensen, GCLD Treasurer
Lorie Wheeler, Board Member
Rosemary Knerr, GCLD Vice President
Mark Lund, Board Member
Roxane White, GCLD Trustee
Jill Miles, GCLD & GCLF Treasurer
Mary Anne Hanson-Wilcox, GCLD Director
Pat Berger, GCLD Finance Director
Jean Klanica, Board member
Erica Kalkofen, Board Member
Jan Knisley, GCLF Secretary

II. Approval of Agenda and Past Meeting Minutes

Lorie Wheeler made a motion to approve the minutes of the November 2, 2011 meeting as presented and Rosemary Knerr seconded. The motion passed unanimously.

Jill Miles made a motion to approve the meeting agenda as presented and Lorie Wheeler seconded. The motion passed unanimously.

III. Reports

A. Foundation President, David Skinner

Dave Skinner gave an overview of the Operating Principals Handbook. Lorie Wheeler made a motion to approve the Operating Principles Handbook as a working draft. Rosemary Knerr seconded. The motion passed unanimously.

Dave Skinner reminded Foundation board members that they should choose a committee to serve upon this year.

B. Executive Director, GCLD, Mary Anne Wilcox

Pat Berger, John Kacik and Mary Anne Hanson-Wilcox met with the County Commissioners and presented the budget and operational updates. The GCLD Board is full with Doug Smith as the newest board member. Rosemary Knerr has taken over as Vice President, Kim Jensen as Treasurer and Dede Fay as Secretary.

C. Finance Committee, Dave Skinner

The Finance Committee (Dave Skinner, Mary Anne Wilcox, Laura Hagar, Pat Berger, and Kim Jensen) met on February 14, 2011. Emphasis was placed on meeting goals that are already in place. The Finance Committee recommends \$6000 be allotted to the operating

budget. Lorie Wheeler made a motion to approve a \$6000 operating budget, Jill Miles seconded. The motion passed unanimously.

Rosemary Knerr made a motion to invest \$5000 into an endowment fund with future investment strategy to be determined by the Investment Committee. Erica Kalkofen seconded. The motion passed unanimously.

Mark Lund made a motion that GCLF continue to use the Edward Jones account as an investment vehicle for the endowment fund. Lorie Wheeler seconded. The motion passed unanimously.

Jill Miles made a motion to establish that 25% of all Foundation donations which are not otherwise directed will be allotted to the Endowment Fund. Rosemary Knerr seconded. The motion passed unanimously.

There was discussion that monies managed by the Investment Committee are unrestricted by District policies and can be invested in higher risk investments.

Jean Klanica made a motion to invest \$10,000 of operating funds as directed by the Investment Committee. Erica Kalkofen seconded. The motion passed unanimously.

Jean Klanica made a motion to designate \$2000 of the Unreserved Fund to enhance operational goals as determined by Development Committee based on input from Mary Anne Wilcox. Jan Krisley seconded. The motion passed unanimously.

Lorie Wheeler made a motion to set a fundraising goal of \$10,000 for the Development Committee. Jill Miles seconded. The motion passed unanimously.

D. Treasurers Report, Kim Jensen

\$13,000 total contributions were received in 2011: \$12,000 was designed to the capital campaign and \$750 in undesignated funds. Pat Berger will clarify with the auditor the strategy of tracking Capital Campaign funds, Foundation funds and District funds together on the balance sheet. Pledge receivables are not noted on the Balance Sheet.

Lorie Wheeler made a motion to accept the Treasurers Report as presented, Jean Klanica seconded. The motion passed unanimously.

E. Investment Committee Report

Lorie Wheeler made a motion to allow community members and non-board members to serve on any Committee. Rosemary Knerr seconded. The motion passed unanimously.

F. Development Committee, Chair Erica Kalkofen

There are currently 6 members on the Development Committee with sub-committees of Strategic Planning, Marketing, Grant Writing, Community Involvements and Customer Care. The Committee meets every other week for one hour and 15 minutes,

The first priority is website improvement and enhancement. Tina Wilson of Firebird Design has submitted a proposal of \$3600 to be reviewed by the Development Committee. The proposal includes 10 pages on the site with admin updates managed in house. There was discussion on what Search Engine Optimization and marketing strategies would be deployed to drive traffic to the website and convert to donations. There was discussion about the possibilities of pursuing a grant for this purpose. It was agreed that a budget should be developed to determine total cost of website update, marketing and maintenance. It was agreed that \$2000 of the 2012 Development Committee funds will be used for a website upgrade.

Rosemary Knerr made a motion that the Foundation adopt a policy of having two signators approve all expenditures over \$500. Jan Knisley seconded. The motion passed unanimously.

Dave encouraged board members to consider newsletter items for future distribution.

V. Discussion Items

The next GCLF Board Meeting will be May 2nd, 2012, 6:00pm, at the Granby Library Community Meeting Room

VI. Adjournment

Jill Miles made a motion to adjourn the meeting. Jan Knisley seconded. The motion passed unanimously. The meeting was adjourned at 8:07pm.

The Board reserves the right to add items of business and to change the order of business as needed. The Board welcomes public participation in the meetings. If specific accommodations are needed, please contact the Executive Director, Mary Anne Hanson-Wilcox, at 887-9411, ext. 101, fax 887-3227, or e-mail mawilcox@gclid.org at least 24 hours in advance of the meeting.