

APPROVED
Grand County Public Library
Minutes for the Regular Board of Directors Meeting
October 13, 2016 5:30 pm
Board Room, Grand County Public Library

In attendance for the October 13, 2016 Grand County Public Library Board meeting held in the Board Room at the Grand County Public Library, were as follows: Kathy McHugh, Susan Roche, Dan McNeil, Jenna Woodbury, Jeremy Lynch, and Rob Magleby. Also present were Carrie Valdes, Library Director, and Meghan Flynn, Head of Adult Services (minutes). Ken Ballantyne and Brityn Ballard were absent.

Kathy McHugh called the meeting to order at 5:31 pm.

Approval of the minutes for the July 14, 2016 meeting was discussed. Dan McNeil made a motion to approve the minutes as presented. Jenna Woodbury seconded the motion and it passed unanimously.

The library bills were passed around for review.

Library staff member Adrea Lund spoke as a citizen to be heard. She thanked the Utah State Library for the recent receipt of an UPLIFT grant and informed the board that she was attending the meeting to observe the Library Board's annual budget review and recommendation process.

Carrie reviewed the Director's Report that was passed out at the meeting. She discussed the success of the library's Children's and Adult/Teen Summer Reading programs, library participation in the Utah Humanities Book Festival and the Moab Festival of Science, and the Castle Valley lecture/film series. Carrie also noted that the Friends of the Library Book Sale will start October 22 and the parking area behind the library is going to be used for county vehicle parking when the county jail remodel begins.

Carrie continued the Director's report and informed the Board of two patron incidents. There is a library patron that has exercised his legal right to open carry in the library. There have been no issues with the patron to date. Library staff has determined that an appropriate time, place, and manner restriction will apply if the patron, or any other individual exercising their legal right to open carry, loiters in the Children's Room. This decision is meant to prepare library staff with a procedure in case such a situation arises. Carrie also informed the Board of a patron concern regarding lack of access to a print version of a metropolitan newspaper. In February 2016, the Utah Media Group discontinued the delivery of newspapers to rural areas in Utah. As a result, GCPL has not since offered access to print newspapers beyond those produced locally. Carrie told the Board that there are two ways the library can provide access to metropolitan newspaper content. The first is providing electronic access to metropolitan newspapers. This is something the library currently offers. The second way would be to have newspapers mailed to the library. If the library pursues this avenue to access, newspapers will be delivered approximately 3 – 5 days late and will cost the library from \$1200 - \$1500 per newspaper per year. The library's current periodical budget is \$3400. That line item is currently used to subscribe to 85

periodicals. Mail delivery of one newspaper would require that the library discontinue subscriptions to one third to the current periodical offerings.

Carrie concluded the Director's report and told the Board about a recent upgrade in wireless bandwidth. She also informed the Board that the federal E-Rate program is phasing out support of voice services. Internet access is still eligible for the E-Rate program but the telephone system is not. Emery Telcom recently outbid Frontier for the supply of a connection from the library building to a separate local building that provides the connection to the Utah Education Network – the library's internet service provider. As a result, Emery Telcom has been changing out equipment in the library to provide the necessary connection. Carrie noted that the library is also working with Emery Telcom to provide necessary voice services.

The Board moved on to Old Business. The first item on the agenda under Old Business was review and consideration of approval of the Policy and Protocol Regarding Privacy of Library Records and Seizure of Library Collections. Carrie told the Board that the policy exists to ensure that the library is compliant with state law. Discussion followed. Jenna Woodbury made a motion to approve the policy as presented. Susan Roche seconded the motion and it passed unanimously.

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 2017 Grand County Public Library Budget to the Grand County Council for Approval. Carrie reviewed a budget worksheet that was passed out at the meeting. She explained that columns on the worksheet reflect: 2015 actual revenues and expenditures, current revenues and expenditures for 2016, approved 2016 budget, County Clerk's modifications to 2016 budget, percentage of 2016 budget expended, and proposed 2017 budget numbers. The Clerk's estimate for 2017 library revenue from general property taxes is \$662,000. This estimate is approximately equal to the 2015 actual revenue from general property taxes and the expected revenue from property taxes in the approved 2016 budget. Susan Roche asked when the 2016 amended budget numbers will be finalized. Carrie answered that property taxes are collected in November and the county conducts an audit the following April.

Carrie continued the review of the budget worksheet and reviewed each revenue line item. She then reviewed expenditure line items. Carrie noted that the proposed 2017 expenditures for salaries and benefits reflect an expected 1.5% COLA, Pay for Performance increases, and the Clerk's estimate for benefit increases. She also pointed out that the Utilities line item showed a proposed \$4000 increase over last year to accommodate voice services that are no longer eligible for the federal E-Rate subsidy. Discussion followed.

Carrie moved on to review the fund balance summary worksheet that was passed out at the meeting. She explained that the fund balance has increased over the last several years as revenues have exceeded expenditures. As a result, it has not been necessary for the library to draw from the fund to balance the library budget in the last several years. Despite this actual fund balance history, the library budget typically includes an estimated draw from the fund to

balance the budget. For 2017, the estimated draw from the fund is \$130,021. This is from the 2017 budgeted fund balance of \$496,544. Dan McNeil asked about Grand County's policy regarding the fund. Carrie replied that state code prohibits the addition of library fund monies to the county general fund. She added that the County Clerk has informed her that the library fund balance can be equal to the library's annual operating budget. Discussion followed. Rob Magleby made a motion to recommend the 2017 Library Budget to the Grand County Council as presented. Jeremy Lynch seconded the motion and it passed unanimously.

The second item on the agenda under New Business was Discussion of 2017 Board Vacancies. Kathy McHugh's first term will end on December 31, 2016. Kathy is eligible to apply to serve a second term on the Library Board if she wishes. Brityn Ballard's high school representative position will also be vacant at the end of December. Discussion followed.

The next item on the agenda was Board Member Reports. There were no Board Member Reports.

The Board moved on to Discussion of Future Agenda Items. There were no future agenda items.

A closed session was not needed. Kathy adjourned the meeting at 7:09 pm.