

APPROVED
Grand County Public Library
Minutes for the Regular Board of Directors Meeting
January 12, 2017 5:30 pm
Board Room, Grand County Public Library

In attendance for the January 12, 2017 Grand County Public Library Board meeting held in the Board Room at the Grand County Public Library, were as follows: Kathleen McHugh, Susan Roche, Rob Magleby, Dan McNeil, Jenna Woodbury, and Jeremy Lynch. Also present were Carrie Valdes, Library Director; Belinda Ledbetter, President of the Friends of the Library; and Meghan Flynn, Head of Adult Services (minutes). Evan Clapper was absent.

Kathy McHugh called the meeting to order at 5:33 p.m.

Approval of the minutes for the December 8, 2016 meeting was discussed. Rob Magleby made a motion to approve the minutes as presented. Susah Roche seconded the motion and it passed unanimously.

The library bills were passed around for review.

Belinda Ledbetter, President of the Friends of the Library (FOL) spoke as a citizen to be heard. She delivered a verbal report on the FOL. Belinda told the board that the FOL group currently consists of seven active members that meet twice a month. She reviewed information regarding the FOL book sales, book donation sources, book handling processes, income sources, and recent library projects funded by the FOL. Belinda noted that the FOL have two main goals: (1) to make money to support library projects and (2) to distribute books throughout the community. She told the Board that FOL funds are allocated based on library requests to complete special projects or activities. Susan added that she has been impressed with the FOL in her role as Library Board Liaison to the Friends.

Carrie delivered a Director's Report to the Board. She informed the Board that Grand County Council member Evan Clapper will be serving as the Council's appointed representative to the Library Board this year. She reviewed the library's current organizational chart and end of year statistics. Jenna asked how the library handles loss prevention. Carrie responded that unreturned items from first time patrons account for the majority of lost items. The library attempts to limit this source of loss through allowing new patrons only two checkouts at a time for the first month that they have a card. Carrie added that the library regularly conducts an inventory of collections to determine lost items. Dan McNeil asked for more information about the culling of books from the library collection. Carrie replied that due to space limitations, library staff works to maintain the size of the current collection. Given that annual library acquisitions total approximately 5,000 items, a similar number of items must be culled each year to provide adequate space. She added that the library's Collection Development Policy discusses weeding and the board reviews the policy annually.

Carrie continued the Director's Report and reviewed 2016 budget information. She informed the Board that estimated expenditures for 2016 were close to actual expenditures. This means it is likely that the library will contribute to fund balance for the 2016 budget year. She added that the actual 2016 budget information will be finalized after a state audit in April. Carrie concluded the Director's Report and informed the Board of upcoming and ongoing library events.

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. Kathy McHugh asked for more information regarding electronic participation in Library Board meetings. Carrie noted that the Board will need to change the bylaws in order to allow electronic participation in future meetings. Any amendments to the bylaws will then need to be approved by the Grand County Council. Dan McNeil noted that it could be a good idea to amend the bylaws to permit electronic participation. Discussion followed. The board considered tabling the approval of the bylaws to allow time to draft an amended version of the bylaws that includes an allowance for electronic meeting participation. Susan Roche made a motion to table the approval of the Grand County Public Library Board Bylaws to allow time for the creation of an amended draft. Jeremy Lynch seconded the motion and it passed unanimously.

The second item on the agenda under Old Business was Grand County Public Library Board Policy for Board Meeting Minutes. Discussion followed. The policy currently states, "Written minutes from open meetings will be made available within 15 business days." Susan asked if the statement is in reference to pending or approved minutes. Discussion followed regarding clarification of the policy so that it can better reflect that the library board meets the requirements of the Utah Open and Public Meeting Act with respect to minutes. Jeremy Lynch made a motion to amend the Grand County Public Library Policy for Board Meeting Minutes to state that approved minutes are available within three business days. Dan McNeil 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 Election of Board Officers. Carrie noted that the Board could re-appoint library staff member Meghan Flynn to serve as secretary to the board. Dan McNeil made a motion to appoint Meghan as board secretary. Susan Roche seconded the motion and it passed unanimously. Discussion about the Chairperson followed. Kathy McHugh stated that she would be interested in continuing to serve as the Board Chair this year. She also noted that serving as Chairperson is a good experience and other current board members should have the opportunity to fill the position in future years. Jenna Woodbury made a motion to nominate Kathy McHugh for the position of Library Board Chairperson. Susan Roche seconded the motion and it passed unanimously. Discussion followed about the Vice-Chairperson position. Jeremy Lynch stated that he would be glad to either step away from the Vice-Chair role if other board members are interested or he will continue to fill the role of Vice-Chairperson. Susan Roche made a motion to nominate Jeremy Lynch for the position of Library Board Vice-Chairperson. Rob Magleby seconded the motion and it passed unanimously.

The second item on the agenda under New Business was Review Existing Library Board Committees and Determine Committee Assignments for 2017. Carrie reviewed the committees, discussed roles they have filled in the past, and suggested roles they might fill in the future. Discussion followed. The board decided that Kathy will be on the Finance and Funding Committee; Jeremy and Susan will be on the Personnel and Policy Committee; Dan and Rob will be on the Technology Committee; Rob and Kathy will be on the Art Committee; and Jenna will serve as the Friends of the Library Liaison. Kathy asked if the committee members can change throughout the year. Carrie responded that committee members can change anytime as long as each committee consists of three members or less. The Board considered an approach to the Strategic Plan Task Force given that the library is going to work on a new strategic plan this year. Carrie noted that the Board can either have a Strategic Plan Task Force or choose to have the Board as a whole work on strategic planning. Discussion followed. The Board consensus was that it will be beneficial for the Board as a whole to work on new strategic plan initiatives.

Jeremy Lynch made a motion to approve the amended assignments and approach to Board Committees. Susan seconded the motion and it passed unanimously.

The third item on the agenda under New Business was Review of Grand County Public Library Strategic Planning Process. Carrie reviewed a proposed timeline for a 2017 strategic planning initiative and a draft community survey. Discussion followed regarding survey distribution and participation. In addition to the community survey, Carrie noted that the library would also like to hold some SWOT (Strengths, Weaknesses, Opportunities, Threats) meetings with groups including both the library staff and the library board to gather information that will aid the planning process. Dan asked for information regarding the library's performance with respect to the goals and objectives outlined in the previous strategic plan. Carrie replied that she could supply that information at the next board meeting in addition to state wide statistics regarding Utah libraries. More discussion followed.

There were no Board Member Reports.

The Board moved on to Discussion of Future Agenda Items. The board discussed a February meeting focused on strategic planning tasks and a March meeting focused on regular business.

A closed session was not needed. Kathy adjourned the meeting at 7:31 p.m.