

APPROVED
Grand County Public Library
Minutes for the Regular Board of Directors Meeting
January 14, 2021 5:00 pm
Held Virtually on Zoom, Grand County, Utah

In attendance for the January 14, 2021 Grand County Public Library Board meeting held virtually via Zoom, were as follows: Didar Charles, Trish Hedin, Rose List, Jeremy Lynch, and Alanna Simmons-Cameron. Also present were Carrie Valdes, Library Director; and Meghan Flynn, Assistant Director (minutes). Jenna Woodbury arrived at 5:06 pm. Frank Stewart was absent.

Jeremy Lynch called the meeting to order at 5:04 pm.

New and existing Board members introduced themselves.

Jenna arrived at 5:06 pm.

Introductions continued.

Approval of the minutes for the November 12, 2020 meeting was discussed. Jenna asked for information regarding the new hotspots that were mentioned in the minutes. Carrie shared that a hotspot update would be included in the Director's Report. Jenna made a motion to approve the minutes as presented. Didar seconded the motion and it passed unanimously.

The next item on the agenda was Review of Bills. Carrie stated that Board members have been reviewing bills when they visit the library for appointments or to volunteer. All 2020 bills have been reviewed.

There were no Citizens to be Heard.

Carrie began her verbal Director's Report. She welcomed the new Board members and shared that *Library Journal* has named Grand County Public Library a 2020 Star Library. GCPL has been named a Star Library six times since 2011 and is one of only two 2020 Star Libraries in Utah. Library staff just finished working with Whitehorse High School to send more than 500 donated children's books to the Navajo Nation. Boxes of pencils, pens, notepads, and other remaining census promotion materials that the school can use were also sent.

The Foundation Directory Online (FDO) is moving back to the library. Access to the grant research database will be provided via a partnership between Grand County, Moab City, Utah State University Moab, and Wabi Sabi. Library employee Meg is in the process of taking on the coordinator position for the service.

Carrie continued the Director's Report and shared that the library is not going to change its current service offerings while the County remains high risk/ high transmission for COVID-19. Current services include curbside pick-up and in-library 30-minute appointments in addition to the library's online offerings. The library has four vacant part-time positions, but existing staff have been able to provide adapted services at an acceptable level. The library's current service model will be revisited as the area's risk level changes. When the building was open to a limited number of walk-in users last summer, staff had the most difficulty managing visitors who wanted to use the library's

indoor space for extended time periods. With that in mind, library staff continues to brainstorm flexible approaches to library service in a pandemic.

Carrie reviewed library statistics. She noted that overall usage was down because of the constraints imposed by the pandemic. The Utah State Library and the Institute of Museum and Library Services are supportive and will ensure that libraries across the nation remain eligible for federal and state grants despite significantly reduced 2020 usage statistics.

The library now offers 50 circulating mobile hotspots to help address internet access needs in the community. The devices are consistently checked out and have seen a record number of circulations in 2020.

Carrie concluded the Director's Report with a review of upcoming online events, take & make bags for children and teens, and the outdoor storywalk. Jenna asked if the library will be planning any outdoor events for 2021. Carrie shared that the library is currently working on some ideas for outdoor events this year.

The Board moved on to Old Business.

The first item on the agenda under Old Business was Review and Consideration of Reapproval of Grand County Public Library Board Bylaws. No changes were suggested. Jenna made a motion to approve the bylaws as presented. Rose seconded the motion and it passed unanimously.

The second item on the agenda under Old Business was Review and Consideration of Reapproval of the Grand County Public Library Policy for Board Meeting Minutes. No changes were suggested. Jeremy made a motion to approve the Policy for Board Meeting Minutes as presented. Didar seconded the motion and it passed unanimously.

The third item on the agenda under Old Business was 2020 Budget Update and 2021 Budget Discussion. Carrie oriented the new members with a brief review. She explained that the library's primary source of income is Grand County property taxes. The library is its own taxing entity. Utah State Code dictates that all county property tax collected for the library can only be used for the county library. The library's operating budget exists outside of the county's General Fund. Property tax revenue is spent throughout the year, but is not actually collected until November. Each year, budgeted line item expenditures are based on anticipated property tax collection.

Carrie reviewed the revenue and expense line items for 2020. All library expenses are coded to one of the library's expenditure line items so that everything is accounted for. She noted that salaries and benefits are the library's two primary expenses. In 2020, there was a slight decrease in the tax collection rate, but there was also new growth in the county. This may result in higher than anticipated property tax revenue for 2020. Anticipated property tax revenue for 2020 at the time the library budget was approved in December 2019 was \$945,000. Actual 2020 tax revenue may be closer to \$975,000.

Some line items in the 2020 budget were underspent due to pandemic realities such as service adjustments, reduced part-time hours, staff furloughs, and a hiring freeze that prevented the library from filling vacant positions. Despite the ongoing pandemic, the Grand County Commission and Budget Advisory Board agreed that the library should budget for 2021 based on 2020's original projections and not actual spending. This anticipates a return to full services at some point in 2021.

It is difficult to predict the timeline for a return to full service, but an underspent 2021 budget will be acceptable given that any unexpended funds collected in 2021 will roll over into the library's fund balance and will be available to support future library service.

Carrie highlighted two final 2020 budget details. First, the expense reimbursement line item shows \$71,193, which is the library's share of federal CARES money that the county received. During 2020, activities and expenses that were related to COVID-19 mitigation were tracked by library staff. Those expenses were eligible for reimbursement from CARES funds and a committee of local officials determined how to distribute the funds granted to Grand County. Second, the operational budget's \$40,000 transfer into a Capital Projects account is an effort to start saving for necessary roof repair. The long-term goal is to have \$100,000 available for the project. Approximately 70% of the library's roof was not fixed in 2019 when major leaks were repaired. Discussion followed.

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. Positions include Board Chair, Vice-Chair, and Secretary. The Board discussed each role and their interest in serving. Jeremy made a motion to nominate Jenna for the position of Library Board Chair. Rose seconded the motion and it passed unanimously. Jeremy made a motion to nominate Didar to the position of Vice-Chair. Jenna seconded the motion and it passed unanimously. Alanna made a motion to appoint library staff member Meg to serve as Secretary. Jenna seconded the motion and it passed unanimously.

The second item on the agenda under New Business was Review Library Board Committees and Determine Changes for 2021. Committees include Finance, Policy, Technology, Art, and the Friends of the Library Liaison. Carrie reviewed the potential contributions of each committee. The Board discussed allowing everyone some more time to consider their committee interests. Jeremy made a motion to table the approval of 2021 committee assignments until the next meeting. Didar seconded the motion and it passed unanimously.

The third item on the agenda under New Business was Review and Discussion of Grand County Disclosure Statement as defined in Grand County Ordinance No. 593. Carrie informed the Board that Grand County staff and volunteers are required to disclose potential conflicts of interest. If conflicts of interests exist they need to be disclosed to the county at the beginning of the year. The disclosure form was included in the meeting's agenda packet if any Board members need to complete one.

The Board moved on to Board Member Reports. Jenna reported that she attended the Friends of the Library December meeting. In 2020, the Friends raised \$5882, which was better than expected given the year's challenges. The Friends will no longer host their bi-annual book sales in the library and have been brainstorming new ways to fundraise and share books with the community.

The Board moved on to Future Agenda Items. Jeremy noted that the next meeting date will be in March.

A closed session was not needed. Jeremy adjourned the meeting at 6:00 pm.