

Library Board of Trustees

Meeting Minutes: June 29, 2023

Attendance: Board members: Theresa Bucci, Lauren Chase, Kimberly Adams, Amy Perchick, Sarah Wilkinson, and Stephanie Ralph.

Consent Agenda:

- A. May Minutes: Amy approved, Sarah seconded.
- B. June Agenda: Amy approved, Kim seconded.

OLD BUSINESS

A. Friends Report (Lauren):

- Lauren was not able to attend the June meeting.
- Per minutes, one of the CDs is about the mature and the funds are going to go into a savings account. Looking for ways to thank people for being members. A book sale preview for members. Won't be able to store books in the barn, looking for a storage unit in Frisco. Sharing a booth with the library with the Resource-Palooza.

B. Foundation Report (Melissa):

- Melissa gave an update from the June meeting.
- The Foundation is planning to have a presence at an upcoming concert in July in Dillon. Also planning to do another campaign with emails and letters of existing contacts. Plan is to send an email for fundraising and letters to people they don't have contacts for. Received a small amount of some funding from the CASA Annual Nonprofit Family Carnival.

C. Captial Campaign Report (Steph)

- \$671,765 total collected to date.
- Finalizing the details of the donor board, figuring out the size of the board and the number of names that need to be on the board.

- Email campaign from the Foundation to try and get a few more people involved. Also looking at doing a preview or grand opening event for donors in September/October. Will need to get C/O prior to the tour and timing will be important.

D. Director's Report (Steph)

- Library finances are looking good. Approaching budget season for 2024 and planning for expenses and programs.
 - Staff is ready to move back into the North Branch. Furniture has been ordered. Shelving is accounted for. Moving into the final stretch. Can begin putting books and things in prior to receiving C/O, but not prior to the public and many people being in the building.
- Internet Policy – Align with what the Library's IS department is able to do. Previously they were able to ask IS to remove filters on the internet for patrons (for research, etc.). IS said they will not do that, so took out that clause. Added clause that we cannot allow people to download to the disk. Motion to approve Sarah W. Second from Theresa. Abstain from Amy.
- The County has brought in Baker Tilly to make sure that job positions, hiring policies, pay, etc. is all aligned throughout the County and the region.
- Department Head meeting on June 28 sharing new information from HR – working on County strategic plan, and succession planning for the County.
- Summer Reading is going very well.
- Hiring for North Branch. Hoping to get two people trained and ready for September and October.

NEW BUSINESS

A. Review strategic planning next steps

- Want to take a bigger picture look at the plans for the library. Have been really focused on the capital campaigns and the construction in Frisco and Silverthorne. Want to convene a Strategic Planning committee comprised of two Trustees, the Library Director, the ACM, and three staff.
- Need feedback from staff and from the community. Garfield Library has done a very effective survey – identifying key members of the community and then going out and talking to those community members. Host focus groups. Get the information about what people actually need and want, rather than making assumptions. Make SMART goals based on the feedback and write up a plan.

Make sure to make a short version that is accessible and consumable.
Incorporate tracking measures so that we can see how things are progressing.

- Amy is interested in joining the committee. Kimberly also interested in participating. Theresa is a good backup option.
- Amy noted that open houses were really effective for the Breck Rec center planning process.

B. Finalize and vote on change to Bylaws for Vacancies

- Discussed new language and reasons for not creating more specificity, but leaving room for flexibility.
- Proposal by Amy, proposal accepted Lauren. Board voted unanimously in favor of the new language for the bylaws.

C. Verify July date

- Discussed possibly changing the date but due to scheduling constraints, decided to keep July 27th.

OTHER MATTERS:

- Next board meeting scheduled for 5 pm, July 27

Meeting adjourned at 6:00 pm. Amy motioned to adjourn, Sarah seconded.