

Grand County Library Foundation Board Meeting
Wednesday, November 3, 2010, 6 PM
Granby Library Community Meeting Room

GCL Foundation Board Members: Jan Knisley, Dave Skinner, Laura Hagar, Lorence Wheeler, Rhonda Farrell, Tom Reichert, Jack Bakken, Frank DeLay
GCLD Trustees Present: Roxane White, John Kacik, Jill Miles, Rosemary Knerr, Diane Bond, Louise Steneck
GCLD Staff Present: Mary Anne Wilcox, Pat Berger, Marilynn Huff
GCL Friends: Nancy Abbott

Foundation President Jan Knisley called the meeting to order at 6:30 PM.

I. Roll Call

II. Consensus Items

A. Approval of Agenda

Discussion Item D Contract Labor was added to the agenda. Bakken made a motion to approve the amended agenda, Knerr seconded the motion and all said "aye" to approve.

B. Approval of August 17, 2010 Minutes

Berger made two corrections to the minutes. Under the Treasurer's report "three different banks" is changed to "two different banks." And under the Investment Committee report "follows the Colorado Department of Labor laws" is changed to "follows the Colorado Revised Statutes re: Investment of Public Funds."

Bakken made a motion to approve the amended minutes, Wheeler seconded the motion and all said "aye" to approve.

III. Presentation on Grand County Library District History & Grand County Library Foundation

Knisley went over the GCLD mission, vision, values, slogan and motto. She then gave a brief overview of the history of libraries in Grand County, becoming a library district and starting the foundation. She gave a review of some library statistics, operating expenses and revenue for the district. Knisley pointed out that people don't want to donate to a losing cause and we need to let them know that any donations are to sustain the libraries. She also reviewed the foundation's goals.

IV. Reports

A. Executive Director, GCLD

Wilcox reviewed how the library district is preparing for a decrease in 2012 tax revenues due to an anticipated drop in property values. Planning started with a task force in April 2010 that looked at essentials for the libraries and areas where cuts could be made. The task force then presented recommendations to the board and the board directed staff to reduce expenses in the 2011 budget by 10-15%. Wilcox also talked about the library advocacy presentations that were done throughout the summer with town boards and service

Respectfully submitted by Marilynn Huff

organizations across Grand County. These presentations emphasized the value of libraries to their communities. Wilcox then gave an overview of the restructuring of the district with the centralizing of the media selection, ordering, youth program development and the focus in the branches on customer service.

B. President

Knisley reviewed the Flow of Funds chart that was set up by Bob Vogel.

C. Treasurer

Miles said there had been a few expenses from the Development Committee for the direct mail project and the cocktail party fundraiser at the Tabernash Tavern hosted by the Tetlow's and McKnight's.

D. Investment Committee

Wheeler said the committee created an Investment Policy that follows the state law and is very conservative. He said that the policy requires an annual review.

E. Development Committee

Miles said there had been two small cocktail parties, printing and mailing of the brochures. The fundraising costs come to \$3075; \$10,000 total has been budgeted for fundraising. Donations received come to \$6300. There will be another mailing before the holidays. Tom Reichert added that he held a small gathering at his home including Mark and Janis Lund and Steve Radcliffe. John Kacik presented GCLF information to this group. Mark Lund and Steve and Jane Radcliffe are interested in being nominated for membership on the GCLF Board.

V. Action Items

A. Election of Officers

Knisley nominated Wheeler for President, Reichert seconded and all said "aye" to approve Lorence Wheeler as the new President.

White nominated Bakken for Vice President, Wheeler seconded and all said "aye" to approve Jack Bakken as the new Vice President.

Bakken nominated DeLay for Secretary, Bond seconded and all said "aye" to approve Frank DeLay as the new Secretary.

B. Board Member Terms

Knisley said the bylaws say board members serve three year terms that are renewable. She asked if the terms should be designated. The consensus was since it is in the bylaws they should be done.

1 year terms are: Frank DeLay, Jack Bakken, Jim Jamison

2 year terms are: Tom Reichert, Jan Knisley

3 year terms are: Lorence Wheeler, Laura Hagar, Dave Skinner, Rhonda Farrell, Richard Davis, Jean Klanica

The GCLD Board of Trustees terms are each one year and renewable.

Wheeler made a motion to approve the term lengths with new members having three year terms, DeLay seconded and all said "aye" to approve.

C. Setting of Dates for 2011 Board Meetings: February 9, May 18, and November 2. The dates were approved.

VI. Discussion Items

A. Committees Review

1. Investment Committee- Jack Bakken, Richard Davis, Tom Reichert, Jim Jamison

- Gift Policy- this will be worked on in the coming year

2. Development Committee-Jill Miles, Roxane White, Jan Knisley, Rhonda Farrell, Frank Delay, Laura Hagar, Dave Skinner

The next meeting is scheduled for Monday, November 8, 6 PM at the Granby Library. The committee will discuss the next mailing and whether the committee should be divided into two subcommittees for the Direct Mail Project and the Small Neighborhood Parties Project.

B. Additional Board Members

The bylaws say "The appointment and reappointment of members to the Board takes place annually at the October meeting of the Library Trustees." There was discussion to amend this so that new board members can be accepted throughout the year. This cannot be changed tonight because there needs to be a 14 day notice for an amendment to be made to the bylaws. There will be a meeting Friday, November 19 at 5 PM at the Admin office and if you can't attend in person you can attend by conference call. The district trustees will then be able to vote on the bylaw change at their December meeting. Wheeler brought up the fact that the foundation members are appointed by the library district trustees. Think about this; send your thoughts to Wheeler and this will be discussed more later.

C. Next Meeting, February 9, 2011. The date is set.

D. Contract Labor

Wilcox discussed the amount of her own time and other staff's time spent on foundation matters, such as the brochure. She brought up the possibility of hiring someone with foundation funds for certain amounts of time to work on projects, grants, etc.

Bakken said maybe the foundation board should be canvassed to see if someone could help with these projects.

Miles suggested recruiting someone to the foundation who is experienced in this kind of thing, who could work on these projects.

Skinner said when this type of project comes up first go to the foundation to see if any of the members could help or if they know someone who could help and then if there was no one hire someone under a contract to do the job.

Wheeler said maybe this could be assigned to the Executive committee to flesh it out and then assign a budget to it.

It was decided to table this for now, but look at it more seriously in the future.

VII. Adjournment

The meeting adjourned at 8:20 PM