

**Minutes of the Park County Library
Board of Trustees
January 30, 2024**

The meeting was called to order at 10:03 AM by Elaine Rocksted. Also present were: Tonya Favinger, Andrew Schroeder, Ed Winter, Jan Buchanan, Carol Davis, Library Manager Rita Mick and Megan Bushman (Fairplay Branch Manager); Barbara Hickok was excused

Elaine called for the approval of the July 18, 2023 Minutes. Andy so moved, Ed seconded and they were then approved unanimously.

Manager's Report: From Rita, she said:

- We are grateful for our 23-24 State Grant award of \$7397. Big expense expenditures will go towards renewing the EBSCO database & Beanstack. Together, Branch Managers & I will discuss how to make the best of the remaining grant funds by allowable expenditure guidelines at our 1st quarter meeting scheduled for 1.29.24
- In 2023 we signed 3-year contracts with our Internet Service providers for Lake George, Bailey & Fairplay. Guffey remained on a 1-year contract due to a possible increase in speed or possible other service providers. We had some issues with our current provider, Highline, in Guffey this past year and I checked into other provider options. After much research, we will stick with Highline. For a minimal amount, we may increase the speed from 25 Meg/Download and 3 Meg/Upload to 55 Meg Download and 10 Meg/Upload. Guffey is our only concern at this time as far as getting our USAC funding for the 24/25 fiscal year. We should be wrapped up by the first week of Feb. when final bids close out.
- I am working with IT to see how we can make our patron computers run more efficiently. After researching, it seems that all of our anti-virus software, including Deep Freeze seem to be the big culprits. IT installed more RAM onto 2 of the Fairplay patron computers – it did not solve the issue of slow-running patron computers. (Rita said some patron computers probably need replacing)
- A new law was passed recently by the CO governor, HB21-1100. It requires that all public-facing computers accommodate the hearing impaired. This greatly affects Libraries across the State. After a string of emails from other CO library directors and great information from our Tech Rep at the CDE, I'm getting a price quote for "ReciteMe" from CliC. I believe this is the most affordable program available. It will

write out what is being said on the monitors. I will update you as this process progresses. (Rita said that it should be done by July 2024.)

- Our ACDC funds have been replenished for 2024. Rather than take our renewal amount out of Contractual Services, I have taken them out of our CTF funds because there's always money remaining in this line item and it makes sense since this line item is specifically for book purchases.
- In Jan., Public Health will be traveling with RMRH and offering, immunization info – including but not limited to the Flu & Covid. Availability and eligibility should be posted shortly on flyers. We love the partnership we have with these entities, which includes our Senior Coalition Dept. for PC.
- I am reaching out to Kieran Hixon to find out how we can offer Telehealth at our 4 branches. In our rural communities, Telehealth would be a huge asset if we can get it.
- Other services some new, others revised that our Libraries offer to its community members include:
 - o Pro Bono Legal Services. New dates are available for 2024
 - o Curiosity Clubhouse on staggering Fridays at each branch. As each branch tailors to its community members' needs – check in and find out what's going on.
- I am going to register any staff who are interested in the Feb. CliC virtual winter conference. This is a two day remote conference that's always packed full of information, inspiration and is quite affordable. (She also told us that CAL CON is in Breckenridge this year.)
- I plan to schedule a once-a-month "front desk" work day at each branch beginning in Feb. I want to be involved with how each branch is run and get to know their patrons better.
- There is a change of guard coming to both the Bailey Friends and PC Administration. Both the President and VP of the Bailey Friends are stepping down. County Manager, Tom Eisenman, is retiring this Spring after 25 years of service. His replacement and the 2024 election will have a great impact on the direction of how Park County Government moves forward in the coming years. (She told us that the BOCC would like it to be an elected position, but at this time it will still be filled by appointment.)
- Finally, I am requesting a review and changes made to the final 2024 Library Budget.

Old Business: Not much discussed at this time. We still need to elect Board Officers. Rita told us that she had agreed to order new bookshelves for Nicholas at Lake George. She also said that she would call Kim Plutt, the FOLG Treasurer to get reimbursed for this expenditure.

She also said that at the next BOCC work session, they would be discussing the recent bequest to the Bailey Library and she was hoping to get an attorney to come in and help sort it all out.

New Business: Rita then moved on to discuss the term limits found in the Bylaws for Trustees. She gave us a list of possible guidelines. The purpose typically set to ensure turnover, promote fresh perspectives, and encourage broader community involvement. The Board members did bring up our Friends limited membership at this time due to the recent COVID pandemic and changes that brought to our community. Jan was more familiar with this and perspective and offered to draft changes for the Bylaws for the next meeting. The Board and Rita agreed. In the meantime Rita changed all of the Trustee Board Members current terms to the end of 2024 and said that we would all only serve through 2024 and then we could go from there.

We also had a brief discussion about whether or not individual branches should post things like rule changes on both the Library website and the Park County website. It appeared that both sites needed to have this information.

Board Reports:

FRIENDS OF THE BAILEY LIBRARY:

UPDATE FOR PCL BOARD OF TRUSTEES MEETING, JANUARY 30, 2024

- **OTHER CURRENT AND UPCOMING EVENTS/PROJECTS:**

- As usual, the FOTBL appreciates the continued support from the Mountain Metro Association of Realtors (MMAR) thru their yearly Goldilocks event!
- We are again partnering with the Platte Canyon Community Partnership (PCCP) Resale Boutique as their January Beneficiary-of-the-Month!
- After our plans fell through over the summer, we were able to find another contractor to complete the construction of the stairs on the west side of the building effectively connecting the upper and lower campus. They did a great job and the stairs will make life much easier for the Librarians and FOTBL!
- In lieu of our January monthly meeting, we held a showcase/membership drive at the library to help get the word out about the amazing things we do and to solicit memberships. We held it on a Saturday afternoon (1/20) in conjunction with a presentation by Sue Kraus, aka the "Bird Lady." We had refreshments from local vendors, a Library Scavenger hunt, and FOTBL stickers and magnets. We ended up with about 15 new folks signing up for membership!
- We have already started planning for our annual Easter Eggstravaganza!

Report from Friends and Fans of the Fairplay Library

During the last quarter there have been noticeable improvements to a number of the public spaces at the Fairplay branch; upgrades in furnishings and decor, removal of unusable equipment and shelving and the addition of an ADA-compliant door, one that operates easily in a South Park wind, even when one has an armload of books! Easily the community favorite! Halloween events, including an escape room for teens were successful as were the activities during the Christmas holidays. Plans for the summer reading program and some special events for all ages are underway. The revised By-laws of the FFFL have been approved. While we did not get the T-Mobile grant, we are still in consideration for the tool library grant, and Kaeli has several grants that she will be applying for. She has developed a program that contains information about grants that are available, which ones have been applied for, which could be and the status of those that have been. She will make this information available on the Friends site. After much consideration, it was decided to pay Kaeli an hourly wage for her grant writing efforts, hours not to exceed 20 per month, effective February 1, 2024. Two proposals written in 2023 will be compensated at a rate of 5% of the rewards. While our business meetings are held every other month it was decided to meet monthly, with the alternate dates being used as work sessions where we will be considering plans for a membership drive, fund-raising events and reorganization of the sale garage where new shelving and simpler ways of grouping books are needed.

Report from the Guffey Library for November 2023 – January 2024

The Friends of the Guffey Library had a meeting on January 10th. Rita shared her report. Steve reported that CliC helped re-barcode the library books. He also informed us that the theme for the Summer Reading program will be The Adventure Begins at the Library and will be held for four days at the end of July and beginning of August. He mentioned that the Branch Managers will be meeting on January 29th.

We had about 80 items donated for our Silent Auction and made about \$1000. We donated some of the items that didn't receive any bids to the school for their Christmas shop. We will be working on getting the materials ready for the Storybook Walk and hope to get it set up outside when weather permits. We also decided to adopt the Lake George Friends' Good Enough to Give book sale idea and display books for this on the shelves.

We will be holding our annual We Love Our Patrons tea and membership drive on February 10th from 11:00 to 3:00.

Our next meeting will be April 10th at 1:00.

Report from the Lake George Branch for November 2023-January 2024

This year, the Friends of the Lake George Library decided not to have a *Good Enough to Give* Holiday Used Book Sale in December. Our summer sale went so well and patrons can once again visit FRED, our book shed, to stock up on used books so we decided to wait until 2024.

The Friends also had their annual Holiday get together on December 8th, with a white elephant gift exchange, lots of good food and lots of fun.

Our Friends have given some program suggestions to Nicholas, our current branch manager, so hopefully we can get some of that going again in the near future.

The Friends also had new glass installed in the back door of the library because of leakage and that door has now been repurposed as an ADA compliant door. Nicholas also switched the signs for the Handicap accessible parking spot with the designated spot for the Branch Manager to bring that space into compliance with the ADA.

The meeting was adjourned at 12:07pm. The next meeting will be on April 16th 2024 at 10:00am at the Bailey Branch.

Respectfully submitted,
Tonya Favinger (Trustee Board Secretary)