

BOARD OF TRUSTEES MEETING

Monday, April 21, 2014, 6:30pm Estes Valley Library – Wasson Room

President Plaut called the meeting to order at 6:30 pm on Monday, April 21, 2014, in the Wasson Room at the Estes Valley Library. The following were present:

- **Trustees:** Peter Plaut, President; Sharon Poggenpohl, Vice-president;, Kaye Orten, Secretary; Don Bryson, Treasurer; Marjorie Hancock, Debra Dullaghan.
- **Support Group Liaison:** Larry Allen, Friends of the Library; John Krueger, Library Foundation.
- **Citizens:** Keith Berndtson.

Public Comments: none.

CONSENT AGENDA

Poggenpohl questioned the Director's comments in the March minutes to "Krueger Foundation Report: hire to shadow, " finding it confusing. Plaut recommended changes to clarify, and a typo in agenda for correction. Dullaghan moved to accept the amended consent agenda, Poggenpohl seconded. Ayes all. (14-10)

REPORTS

President's Report: Plaut

Plaut thanked the Foundation for their financial overview study session, and acknowledged the immense support the library receives from the Friends of the Library and Library Foundation.

Friends & Foundation Presentation: Krueger

Krueger gave a PowerPoint presentation regarding the Estes Valley Library Joint Friends Foundation Proposal. Bryson inquired about the number of Friends members and cost of membership. Larry reported 357 memberships; Perrault answered membership costs \$10-\$1,000. Krueger voiced the benefit of Friends membership being early attendance to book sale. How many volunteers and how much of the \$65,000 might be membership dues? Larry replied, \$9,170 in memberships.

Poggenpohl voiced the value of grants to the library and how it furthers donations and gifts. Grants were not present in Friends/Foundation joint presentation; she expressed concern over the time consuming nature of grant writing and asked who will be taking on the responsibility. Perrault stated that grants are under the purview of the development officer rather than volunteers to ensure consistent and efficient grant writing.

Krueger reiterated the potential future value of the Volunteer committee chair as a way of helping increase library volunteerism.

Bryson asked what Museum Friends & Foundations have gone through, inquiring whether they could be a model for the library as our support group operations evolve. The Museum Friends & Foundation appear to be doing well as they are structured. Krueger thinks they began as a joint organization.

Krueger asked for questions, comments, and suggestions on the joint plan. Perrault mentioned that both the Friends and Foundation boards affirmed the need to go forward with a CPA and an attorney review, essentially giving their support to move forward on the proposal. Hancock asked when would this decision be made? Krueger is hopeful that this will happen before end of year. Allen says, after receiving the green light from CPA and attorney. Krueger stated that, in fact, we are waiting on the Foundation's CPA to finish the Foundation audit. By July 2014 the attorney and CPA will be firm. He hopes the CPA and attorney will help them make this a simple process. Also, one organization will probably be dissolved, and the remaining organization will be modified. Seems to be simplest and most direct route to go.

Plaut asked the trustees how they felt about the joint organization presentation. Orten said it makes it clearer to community and members. Krueger added that this was attempted back in 2000-2001 and the joint organization didn't happen. Poggenpohl said this is timely and recognized the leadership of both organizations. Krueger noted support from both Perrault and Kennell to make this happen.

Consolidated Strategic Library Plan: Hancock

Hancock explained background of 2012 report, and reviewed the SWOT analysis. Best part is the very positive responses, not only from 2012 but also current feedback on library achievements and strengths, past and present. The Foundation and Friends were grouped in that. Weaknesses include need for space, which is being addressed with the computer lab, Recreation Center, and 2nd floor capital plan. Threats have been largely mitigated with our mill levy increase and 10-year financial plan, and the new Development Officer position. Next steps of the Plan will be presented in June 2014.

Orten asked that the phrase, "given foreseen trends and events" be integrated into, "... mill levy increase...effectively mitigates this threat."

Poggenpohl suggested more integration of Eagle Rock, public schools, and community center. She pointed out how some ideas could be done in partnership with another entity in a better position. Hancock will consider this.

Bryson pointed out the minimalistic financial plan - that things coming out of 2012 put flesh into this plan. They are numbers and they don't mean anything until these programs and ideas get it into this plan. By the end of this year, the board should want a financial plan that reflects the strategic plan. Hancock likes that this is a 5-year plan; 10-years is too far ahead. Orten observed that the accuracy of the financial planning curve diminishes greatly further out than 3 years.

Krueger pointed out how having financial numbers will make it easier when

speaking with potential and past donors.

Community Center Report: Poggenpohl

Poggenpohl reviewed her experience as the liaison to the Community partnership/feasibility study. The Recreation Center costs to the library may be as high as \$125,000. This is not a trivial amount of money and not in our current plan. Issue: is it possible to fundraise for this? How important is it to the library? She stated there's a lot to consider and develop and pointed out a recent article by Rec District's Director Rorabaugh. Importantly, the Rec District is taking a phased approach, first phase will cost \$20M. A final stakeholder meeting will occur in May. Discussed how the library's presence in the planned Recreation Center would influence community members to go to the Center if they are non-athletic. Poggenpohl pointed out we are small players in this, but the financial issue for the library is significant. \$5,000 spent on feasibility study was well spent to see how it develops. Next question to ask is, what is the return of investment for the community if the library pursues this?

Plaut asked if we want to spend \$125,000? And when will we have to give an answer? Dullaghan inquired what is the biggest priority for wanting to participate in the Community Center? Perrault explained how the library was invited to join in this endeavor, and how the original vision was to integrate a branch library into the Community Center. Recreation centers are more successful when there are more varied options, not just athletics. Secondly, we need more space for library programs. It would benefit the library if programs could be held at a place that holds more than 49 people, the capacity of our largest meeting room. The proposed location for the Recreation Center is one mile away - too close to be considered a branch library, but because the Center will be a destination, it does serve library expansion needs and patron interests. Perrault recommended bringing in floor plans for the trustees to review.

Perrault's mentioned that the Rec District operates on a different funding model than the library. Will the library have pay for it now, or as a pay-for-fee service or not at all?

Other libraries use rec center space as a kiosk instead of a branch, i.e., pick-up patron holds, digital services, display space--a second lobby. This is the staff's recommendation. Bryson asked if the library would own the 500 sq. ft. space? Perrault replied that the conversation of what it will cost has not yet occurred. Capital needs will drive what the library can contribute to the center. Bryson requested a written plan for library needs in the center, based on the strategic plan. This should help us decide on space needs. What are our real facility requirements, based on what library's future programming needs would be? He recommends shared space in future.

Plaut observed that one of the benefits of participating early was to take part in the survey of community input. Did the library get any information that would be beneficial for planning services and programming? Poggenpohl replied we would

have to re-look at the survey. Perrault will deliver additional survey information to the trustees in May.

Plaut opined that we couldn't go to a donor with an honest plan at this time. There is not money in the current budget to buy into the lobby. Likes Perrault's idea to use space in Center for programming, but that doesn't mean library has to contribute to the initial building cost. Suggests a user fee to help pay for the space, if required. Krueger suggested, if we own the space, we assume ongoing expenses.

Poggenpohl reminded board this is still a work in progress. Orten added how valuable it is having Perrault and Poggenpohl filter the information. Perrault pointed out that the Recreation Center still has many fundraising opportunities to be met before a November 2014 vote. Concluded that she would come back with the floor plans, and further information.

Director's Report: Perrault

Perrault asked for questions regarding her written report. Plaut inquired about two new employees. Katherine Dumont is the new teen librarian. Diana Laughlin is the new tech (literacy) guide. Their job descriptions and the interview processes were explained to the board. Plaut inquired about the hours for the two positions. Perrault stated they are each 20-hour/week positions. The Tech Guide starts her work with staff, bringing them up to library tech literacy standards. The public will get acquainted with Ms. Laughlin in early 2015.

Plaut asked if both of new employees and their programming have be considered for the new Recreation Center. Perrault explained, yes, the teen librarian plans to integrate programming in other locations and has asked that teens not be isolated in the new center.

Marjorie asked how to replace Kennell, referring to the latest report of donations. Krueger said Kennell has asked to move his departure up to May 30, 2014 due to personal circumstances. Perrault, Krueger, and Foundation Treasurer Bill Gerritz met to discuss the process for the Development Officer interviews. The timeline for candidate interviews is early May 2014. Poggenpohl asked if Kennell would participate in the interviews. Krueger replied yes, in various ways Kennell has been involved with the interview process, for example, he revised the job description to better match his experience in the position.

Plaut inquired about 2013 year-end statistics included in Perrault's report. Perrault explained the breakdown of the statistics and how the state defines the criteria for the report. The Colorado State Library speculates that within a few years, EVPLD will no longer be considered a resort library, since our community population is rapidly moving from folks working in resort jobs (hospitality, food, etc.), to a high proportion of retirees. She asked the board for time to look a little deeper to interpret the statistics.

ACTION ITEMS

2013 Supplemental Appropriation Resolution: Bryson

Bryson asked for a motion to approve the Resolution to Adopt the 2013 Supplemental Appropriation. 2013 expenditures exceeded budget expenditures by approximately \$10,000. The Flood was the culprit responsible for overspending on 2013 budget, due to \$27,000 in repairs on the 1st floor. Bryson moved, Hancock seconded. Ayes all. **(14-11)**

Policy committee report: Orten

Bylaws

- Article II - title changed for clarification. Article II, Section 7 (old article) fit better in duties policy and not part of the by-laws. Plaut suggested it may need to remain in by-laws.
- Article IV:2 - officers and duties. Revised wording of section regarding length of appointment as proposed in discussion notes.
- Article IV:5 - secretary's role. Removed several tasks the secretary doesn't perform (maintenance of web page, taking monthly minutes, etc.)
- Article IV:6 - treasurer's role. Changed wording to "oversight" from "approval"

After discussion, additional changes were recommended. The Bylaws will be revised to reflect the notes below, and will be brought back to the board for discussion and vote at a later date:

1) ARTICLE II – Plaut checked Colorado Revised Statute. We don't have to include a statement on salary or compensation in the Bylaws, so removal of article II is suggested. It is also acceptable to move it to the duties and ethics policy.

2) ARTICLE IV 2. Length of terms of officers to be one year; two-years where possible for the sake of continuity. This now aligns with the standing committee policy.

3) ARTICLE V. 7. Plaut checked CRS and accordingly, the Bylaws must contain a statement about public comment during the meeting. We will append the "Public Comment at Board Meetings" policy to the bylaws rather than having it as a separate policy.

Executive session policy and procedures

- Shortened, with procedure moved to attached appendix.

Hancock moved, Dullaghan seconded. All ayes. **(14-12)**

Trustee code of ethics

Poggenpohl moved, Bryson seconded. All ayes. **(14-13)**

Trustee standing committees

Poggenpohl moved, Bryson seconded. All ayes. **(14-14)**

Public comment at board meetings

No changes to policy. This will be appended to the Bylaws. Poggenpohl moved, Hancock seconded. All ayes. **(14-15)**

Library card: borrower eligibility

Added links to library resources and the card application, and language clarifying photo ID and address needs. Plaut moved, Bryson seconded. All ayes. **(14- 16)**

Upcoming Meetings

- Board Study Session: May 1, 2014: Frank Lancaster
- Board regular meeting: May 19, 2014.
- Library closed May 2 for Staff Development

Plaut expressed his appreciation and admiration to staff for the 2nd floor remodel to date.

Plaut adjourned meeting at 9:30 p.m.

Respectfully submitted,
Kaye Orten, Board Secretary
Minutes prepared by Keturah Young

[Attachments]

**ESTES VALLEY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**

Resolutions from April 21, 2014

(14-10) Dullaghan moved to accept the amended consent agenda, Poggenpohl seconded. Ayes all.

(14-11) Bryson moved to Adopt the 2013 Supplemental Appropriation, Hancock seconded. Ayes all.

(14-12) Hancock moved to approve the Executive Session policy, Dullaghan seconded. Ayes all.

(14-13) Poggenpohl moved to approve the Trustee Code of Ethics, Bryson seconded. Ayes all.

(14-14) Poggenpohl moved to approve the Trustee standing committee policy, Bryson seconded. Ayes all.

(14-15) Poggenpohl moved to approve the Public Comment at Board Meetings policy, Hancock seconded. Ayes all.

(14-16) Poggenpohl moved to approve the Library Card Borrower Eligibility policy, Hancock seconded. Ayes all.

Peter Plaut, President
Estes Valley Public Library District
Board of Trustees

Kaye Orten, Secretary
Estes Valley Public Library District
Board of Trustees