

BOARD OF TRUSTEES MEETING

Monday, November 17, 2014, 6:30pm Estes Valley Library / Wasson Room

Vice-president Poggenpohl called the meeting to order at 6:30 pm on Monday, November 17, 2014 in the Wasson Room at the Estes Valley Library. The following were present:

TRUSTEES: Sharon Poggenpohl, Vice-president; Marjorie Hancock, Secretary; Don Bryson, Treasurer; Kaye Orten, Debra Dullaghan, Kirsten Hardin.

SUPPORT GROUP LIAISONS: John Krueger, Library Foundation; Ray Nieder, Friends of the Library

STAFF: Claudine Perrault, Kieran Rowser, Mark Riffle

Citizens: Keith Berndtson.

Public Comments: None

Staff Presentation:

Benefits of the new Event Calendar software: Mark Riffle, Technical Services Supervisor.

Discussion: Poggenpohl suggested that each of the library's departments (Adult Services, etc.) be color-coded, rather than the current system of color-coding to the type of event. Riffle replied that Technical Services is still working on it. Perrault offered that one of the major reasons this calendar was chosen is because the patron can register for an event online, rather than sign up on a clipboard at the front desk like before. Poggenpohl likes the look of the new calendar. It shows "in a soft way" everything's that going on in the library.

Riffle pointed out that technical literacy development among staff has been "phenomenal". Staff has come a long way. Tech Guide Diana Laughlin is working on providing technical training for the public in 2015.

Consent Agenda

- Study Session: Public Budget Hearing (1 of 2) – November 6, 2014
- Board of Trustees meeting Minutes: October 20, 2014
- District Income & Expense report: October 31, 2014 year-to-date

Bryson moved, and Dullaghan seconded a motion to accept the Consent Agenda with corrections to the minutes. Ayes all. **(14-29)**

Strategic Discussion & Reports

Vice-president's Report: Poggenpohl:

Asked for the Board's take on the recent Colorado Association of Libraries annual conference. Orten thought the presenters should have been given more time. They seemed rushed. Hardin liked the presentation on Maker Space. Bryson thought the best presentations were the lunch speakers. Bryson learned most from the Maker Space presentation. Poggenpohl indicated she learned a lot from the presentation on managing weapons in libraries. Poggenpohl then reported that President Plaut had a concern about the proposed Community Center. Plaut feels the library should take a step back concerning proposed improvements to the library's second floor, and look into what might develop at the Community Center. Perrault added that in a year the library should be able to better see what's going on with the

Community Center, whether it is on the ballot next fall, or is funded by private donations. Either way, developments will help determine the timeline for its construction, and the role the library will take in the interim or depending how quickly it is built, in the new Center.

Support Group Report: Friends of the Library: Nieder:

The Holiday Book Sale is set for December 5 and 6 in the Hondius Room of the library. The focus of the sale is to feature high quality books, including coffee table books suitable for gift giving.

Support Group Report: Foundation: Krueger

Krueger reported that the Foundation Board's final meeting is Wednesday, November 26, where the focus will be on financials and library grant requests. Krueger reported that the new Friends and Foundation Board elected Krueger as President when the new Board takes their seats in January. December 9 is Colorado Gives Day. Any donations to the Foundation made on that day will have a small percentage matched. Also, the Foundation's credit card fees are waived on that day.

Director's Report: Perrault

Perrault, responding to a query posed by Bryson concerning the possibility of Perrault going to Monteverde, Costa Rica in support of the building of a library in Estes Park's sister city, stated that negotiations are in progress. Perrault, in response to a question by Bryson concerning progress on the library's possible choosing a new health insurance carrier stated that Wendy Sarutzki assembled a spreadsheet of vendor's proposed rates and coverage, and that Ray Nieder and Perrault would review the spreadsheet and make a decision on who to go with by November 25.

Action Items

Finance committee – Bryson & Orten

• Final Budget Hearing (2 of 2)

The Final Budget hearing commenced at 7:34pm

Public comments: Berndtson: It's a nice looking budget; I never know how much was spent on real books. Shelves are half-empty. Only 5% of books are checked out. The annual audit doesn't show how much is actually spent on books. \$38,000 should be spent on books. It doesn't look like this is happening. Berndtson questions \$150,000 being spent on carpet. Only \$50,000 would be spent on carpeting the entire project. It seems too much is being earmarked for these projects, which should leave plenty to buy books.

The Final Budget Hearing closed at 7:42 pm.

Board discussion: Poggenpohl asked if there is accountability for what is actually expended at the end of the year. Perrault responded in the affirmative. Perrault went on to say that Rowser runs a "13th month" report in March concerning actual expenditures for the previous year. Perrault further stated that the annual audit looks to see what was actually expended, not what was budgeted to be expended. Poggenpohl asked if there was a culling process for library materials. Perrault answered that there was; that books that haven't circulated in a certain period of time are withdrawn. Poggenpohl then asked if there is a relationship between the number of books culled and ones that are ordered to replace them. Perrault stated that filling shelves doesn't help circulation; rather it's what the public wants that circulates and what they can see when browsing.

- Approve Finance Policy

Bryson moved and Hancock seconded a motion to approve the Finance Policy. Ayes all.

(14-30)

Discussion: Bryson reported additional comments were received and have been considered, with some of them added to the policy.

Upcoming Meetings

- Monday, December 8: Regular meeting

Other Events

- Thursday & Friday, November 27 & 28 Thanksgiving Holiday: Library closed
- Friday & Saturday, December 5 & 6: Friends Holiday Book Sale

Adjourned at 8:19

Respectfully submitted,
Marjorie Hancock, Board Secretary
Minutes prepared by Kieran Rowser

[Attachments]

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

Resolutions from November 17, 2014

(14-29) Bryson moved, and Dullaghan seconded a motion to accept the November Consent Agenda with corrections to the minutes. Ayes all.

(14-30) Bryson moved and Hancock seconded a motion to approve the Finance Policy. Ayes all.

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

Marjorie Hancock, Secretary
Estes Valley Public Library District
Board of Trustees