

## **BOARD OF TRUSTEES MEETING**

Monday, June 21, 2016, 6:30pm Estes Valley Library / Wasson Room

President Poggenpohl called the meeting to order at 6:32 pm on Monday, June 21, 2016 in the Wasson Room at the Estes Valley Library. The following were present:

**TRUSTEES:** Sharon Poggenpohl, President; Marjorie Hancock, Secretary; John Krueger, Treasurer; Kaye Orten, Debra Dullaghan, Bill Gerritz.

**SUPPORT GROUP LIAISON:** Jerry Kennell, Library Friends & Foundation

**STAFF:** Claudine Perrault, Kieran Rowser, Mark Riffle, Allison Cavis, Peggy Moore, Sarah Walsh

**GUESTS:** Keith Berndtson

Public Comments: None

### **Consent Agenda**

1. Board of Trustees meeting Minutes: May 16, 2016
  2. Income & Expense report: May YTD 2016
  3. Study session: 5-Year Comprehensive Strategic Plan review
- Krueger moved, and Gerritz seconded a motion to accept the Consent Agenda, with corrections to the minutes. Ayes all. **(16-10)**

Poggenpohl commented, concerning the June study session that it's important that the board be engaged with what's going on in Estes Park. Also that it was good to have four Friends & Foundation Board members present.

### **Guest Presentation**

2015 Audited Library Financial Report – Wendy Swanhorst, Auditor

Swanhorst reported that everything is in good shape with the audit. She further reported that GASB 68 on each entity using Colorado PERA as a retirement pension provider, must now report its share of PERA's unfunded liability. Although PERA has had an unfunded liability for some years, fiscal year 2015 was the first year it was required to be reported. On the bright side, PERA's Local Government division, to which the Estes Valley Library belongs, is in the best shape, but overall, Colorado is the top 10 of public sector unfunded liabilities.

Discussion: Gerritz inquired if this would have any effect on library employees that want to retire. Swanhorst responded that there was a very, very small risk to anyone that was already in the system. Krueger asked if PERA defaulted, would the library have to cover that liability? Swanhorst replied that she was unsure if this liability directly applied to employees. Poggenpohl asked if it would be good to have library employees receive some training on personal financial procedures. Perrault said she intends to have staff receive education on financial procedures.

### **Staff Presentation**

Strategic Goal: "Visit Your Comfortable Place: Physical & Virtual Spaces" – Mark Riffle, Tech Services Supervisor & Peggy Moore, Patron Services Supervisor

Discussion: Poggenpohl commended the Technical Services team for "going at this in a very smart way." And, it's very nice to look at. Perrault expressed kudos to Technology Specialist Allison Cavis for putting the new Web site together. Perrault also encouraged the Board to provide feedback on the new Web site.

## **Strategic Discussion & Reports**

Gov't Affairs Committee – President Poggenpohl

Poggenpohl reminded the Board there was no July Board meeting.

Friends & Foundation – President Kennell

Kennell reported that the F&F audit is complete. Kennell also reported that, at \$115,000 raised toward the \$350,000 goal, the second floor Centennial campaign is “on track”. Kennell will be talking to the F&F Board about creating a strategic plan. A reminder that the F&F Hoedown is scheduled for Saturday, August 27. Mary Bolgeo is working on getting attendance filled. Linda Cleeland is heading up getting volunteers for the book sale August 12 – 14.

Director's Report: Perrault

Krueger asked, concerning English Language Learners tutors: Are we looking for specific qualities in tutors? Perrault responded that the current Uno-a-Uno tutoring program is already in place, and that these tutors are not library volunteers. Krueger then asked what was the current cost estimate for remodeling the second floor. Perrault replied that the current estimate is \$250,000, but since only one bid was received, an RFP for more bids will be issued. Concerning the Community Center project, Orten inquired what is the library's status on the Community Center's reduction in size. Perrault replied that she wasn't sure, but the library's space will probably be reduced.

## **Action Items**

- Finance committee – Krueger & Orten
  - o Accept 2015 Audit Report

Krueger moved, and Gerritz seconded a motion to accept the Consent Agenda, with corrections to the minutes. Ayes all. **(16-11)**

- Policy Committee - Dullaghan & Gerritz
  - o Approve Patron Policy set: Behavior, Safe Child, and Volunteer

Dullaghan moved, and Hancock seconded a motion to approve the Behavior Policy set. Ayes all. **(16-12)**

Perrault reported that she has secured dates for library representatives from Estes Park's Sister City, Monteverde, Costa Rica to visit the library Friday, July 8 at 8:00am.

Upcoming Trustee Meetings (there are no July meetings)

1. Study Session: Thursday, August 4, 2016
2. Regular Board Meeting: Monday, August 15, 2016

Other Events

- First Floor Reorganization: June 20 – 28th
- Library closed: Independence Day - Monday, July 4th
- F&F Annual Used Book Sale: August 12, 13 and 14 – Estes Park Conference Center
- Library Benefit Centennial BBQ and Hoedown: August 27 – YMCA of the Rockies

The meeting adjourned at 8:19pm

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

**ESTES VALLEY PUBLIC LIBRARY DISTRICT**

**BOARD OF TRUSTEES**

Resolutions from June 21, 2016

**(16-10)** Krueger moved, and Gerritz seconded a motion to accept the Consent Agenda, with corrections to the minutes. Ayes all.

**(16-11)** Krueger moved, and Gerritz seconded a motion to accept the Consent Agenda, with corrections to the minutes. Ayes all.

**(16-12)** Dullaghan moved, and Hancock seconded a motion to approve the Behavior Policy set. Ayes all.

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**Sharon Poggenpohl, President**

Estes Valley Public Library District

Board of Trustees

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**Marjorie Hancock, Secretary**

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