

BOARD OF TRUSTEES MEETING

Monday, June 19, 2017, 6:30pm Estes Valley Library / Wasson Room

President Bryson called the meeting to order at 6:31pm on Monday, June 19, 2017 in the Wasson Room at the Estes Valley Library. The following were present:

TRUSTEES: Don Bryson, President; Kaye Orten, Vice-President; Bill Gerritz, Secretary; John Krueger, Treasurer, Ann Coleman, Beth Ellis, David Hemphill.

STAFF: Claudine Perrault, Kieran Rowser, Kathleen Kase

GUESTS: Keith Berndtson

Public Comments: Berndtson: Concerning the Gallagher Amendment and Larimer county revenue, data indicates an average increase of 12% in property values. This will more than make up for the loss of revenue due to Gallagher. The Larimer County Assessor reports property values have increased 15% – 30%.

Consent Agenda

1. Income & Expense report: May 31, 2017 YTD
2. Board of Trustees meeting Minutes: May 15, 2017
3. Board Special Meeting - 2nd floor renovation: June 1, 2017
 - o Agenda & Attachments: Approve B & E Builders to renovate library 2nd floor in the fall of 2017 for \$170,947. **(17-16)**

Krueger moved, and Gerritz seconded a motion to accept the Consent Agenda, with correction to minutes. Ayes all. **(17-17)**

Guest Presentation

2016 Audited Library Financial Report – Wendy Swanhorst, Auditor
Discussion: Bryson, regarding Krueger’s comment that all materials are depreciated over six years, asked Swanhorst if six years is a standard depreciation. Swanhorst replied that the trend seems to be going down. Perrault commented that many libraries are going to Paid Time Off instead of vacation and sick leave. The Estes Valley Library hasn’t done this yet due to this increasing financial liability. Concerning the PERA (Colorado Public Employee’s Retirement Association) liability, Swanhorst stated it’s the library district’s share of PERA’s unfunded liabilities. Krueger reported that the Friends & Foundation approved their audit electronically. Bryson discussed the option of spending down the Capital Reserve Fund in order to eliminate that separate fund (because the audit shows it as a separate column).

Action Items

- Finance Committee – Krueger & Hemphill
 - o Accept 2015 Audit Report

Krueger moved, and Hemphill seconded a motion to accept the 2016 audit. Ayes all. **(17-18)**

- Policy Committee: Gerritz & Coleman
 - o Approve Governance Policy: Trustee Bylaws

Orten moved, and Coleman seconded a motion to approve the Trustee By-Laws. Ayes all. **(17-19)**

Strategic Discussion & Reports

- Gov't Affairs – Bryson
Bryson reported that a Memorandum of Understanding (MOU) with the Friends & Foundation (F&F) has been drafted and discussed with F&F President Graham Russell. The F&F Board needs to discuss the MOU.
- Strategic Planning Task Force – Orten
 - Library Satisfaction Survey
Orten reported the survey was launched June 15, and will be open for two weeks. Orten is confident the survey will yield good data.
- Downtown Development Planning Liaison – Krueger: No report
- Director's Report: Perrault

Orten expressed many thanks to Kathleen Kase for creating the Collections Report. Orten feels good about what the library's doing with its collection. Orten noticed a local church is offering an English-as-Second-Language class. The library has an intention to partner with local community groups. Has the library spoken with the church group? Perrault responded that the church group bases their training on the Bible, and that the library is on a referral basis. Concerning managing the library's many documents electronically, Ellis suggested the library look into various cloud management systems. Ellis likes Google Docs, but understands Microsoft now has a similar service.

- Friends & Foundation Director – Sarah Walsh: No report due to Walsh's absence.

Upcoming Trustee Meetings *(there are no July meetings)*

- Board Study Session: Thursday, August 3, 2017, 3p
- Regular Board Meeting: Monday, August 21, 2017, 6:30p

Other Events

- Friends & Foundation Board meeting: Monday, July 10, 2p, Wasson Board Room
- Friends & Foundation **Summer Book Sale**: August 4-6, Ridgeline Hotel
- **Library Closed**: Independence Day - Tuesday, July 4, 2017

The meeting adjourned at 7:58pm

Respectfully submitted,
Bill Gerritz, Board Secretary
Minutes prepared by Kieran Rowser

ESTES VALLEY PUBLIC LIBRARY DISTRICT

BOARD OF TRUSTEES

Resolutions from June 19, 2017

(17-17) Krueger moved, and Gerritz seconded a motion to accept the Consent Agenda, with correction to minutes. Ayes all.

(17-18) Krueger moved, and Hemphill seconded a motion to accept the 2016 audit. Ayes all.

(17-19) Orten moved, and Coleman seconded a motion to approve the Trustee By-Laws. Ayes all.

Don Bryson, President

Estes Valley Public Library District

Board of Trustees

Bill Gerritz, Secretary

Estes Valley Public Library District

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