

## **BOARD OF TRUSTEES MEETING**

Monday, June 16, 2014, 6:30pm Estes Valley Library / Wasson Room

President Plaut called the meeting to order at 6:34 pm on Monday, June 16, 2014 in the Wasson Room at the Estes Valley Library. The following were present:

**TRUSTEES:** Peter Plaut, President; Kaye Orten, Secretary; Don Bryson, Treasurer; Marjorie Hancock, Debra Dullaghan.

**SUPPORT GROUP LIAISONS:** John Krueger, Library Foundation

**STAFF:** Claudine Perrault, Kieran Rowser

**GUEST:** Wendy Swanhorst, Swanhorst & Co. LLC

**Citizens:** John Meissner, Keith Berndtson.

**Public Comments:** Meissner is disappointed the library didn't send a letter of invitation to the Earl of Meese for his upcoming visit to Estes Park. In addition, the availability of a microfilm reader/printer was raised. Berndtson added that there might be a microfilm reader/printer in storage.

Plaut asked Perrault to provide background and follow up to the board on this.

### **Consent Agenda**

- Board meeting Minutes: May 19, 2014
- District Income & Expense report: May 31, 2014 year-to-date

Hancock moved, and Dullaghan seconded a motion to approve the consent agenda. Ayes all. **(14-18)**

### **Guest Presentation**

Presentation of 2013 Audited Library Financial Report – Wendy Swanhorst, Auditor  
Beginning with the 2015 audit, Swanhorst stated that PERA liabilities will be included in the library's audit. This is due to a new ruling by the Government Accounting Standards Board (GASB) applicable to all government entities including library districts. Therefore the Estes Valley Library's portion of PERA (unfunded) pension liabilities will appear in the 2015 audit statement. Bryson reported that the library's accounting is consistent with other libraries. The type of government agency that the library falls under in PERA's categorization process is at 75% full funding, considerably better than some of the other agency categories. Plaut added that the library is the victim of government statutes. The library's liability is due to no fault of the library.

### **Action Items**

Bryson moved to accept the draft audit pending receipt of the Foundation audit, and the completion of the Management's Discussion & Analysis (MD&A). Orten seconded. Ayes all. **(14-19)**

Policy Committee: Board By-laws: Orten

Orten explained that By-Laws changes and edits had been reviewed by our legal counsel, and that their input had been incorporated in changes to the revised By-laws. Orten walked through those changes. A discussion ensued concerning a proposed addition to the By-laws regarding alternative processes for the Director to make an emergency decision - with Board approval and vote, or with without obtaining Board approval. After discussion, Plaut suggested deleting proposed

language on this issue, permitting the Director to make emergency decisions without Board approval. Plaut further suggested placing this language in the library's emergency policy.

Hancock moved, and Bryson seconded a motion to approve the By-laws as amended. Ayes all. **(14-20)**

Nominating Task Force: Bryson

Bryson moved, Orten seconded a motion to recommend Kirsten Hardin be presented to the Town Board and the Larimer County Commissioners as a nominee to the Estes Valley Library Board of Trustees. Ayes all. **(14-21)**

## **Strategic Discussion & Reports**

### President's Report: Plaut

Plaut reminded trustees that the opportunity to attend the annual Colorado Association of Libraries Conference in October is still active. Plaut added that he will be attending the conference, but will pay his own way.

### Support Group Report: Krueger

Concerning the merger of the Friends of the Library and the Library Foundation, Krueger reported that the merger committee is finalizing by-laws and articles of incorporation and the merger plan. Legal counsel will then review. It is hoped both the Friends Board and the Foundation Board will vote on the merger at their August meetings. A new Board of Directors will then be voted on at the Friends potluck in September. One of the members of the Woman's Club would be appointed to the new Board to the same term as any other Director – three years.

The endowment fund has reached \$1,000,000. With capital gains, funds could become available to the library the first of 2015. Concerning the Foundation Dinner in August, recruiting sponsors has been relatively successful. Over \$8,000 has been raised towards the \$10,000 goal.

### Consolidation of Strategic Plan project: Hancock

Discussion: Orten suggested creating a summary grid of the 16 goals, resources and timelines for each goal. Bryson indicated he would like to see estimated costs broken out by capital costs, initial costs, and ongoing costs for each future planning year, to tie project items into the budgeting process and the overall financial plan. Hancock inquired as to whether the Board should vote to approve the plan at this time. Perrault responded that she would ask the Board to discuss the plan and be ready to approve it at the September meeting so that the plan can be incorporated into the 2015 budget. Plaut stated that he would like to see the promises made to citizens in last fall's bond election highlighted in the strategic plan.

### Community Center Report: Perrault

In Poggenpohl's absence, Perrault reported that things are going well with the community center plan. There's a new partner coming on board: The Boys and Girls Clubs of Larimer County. They want to build an addition to the community center, mainly for after school programs. They'd do the fundraising to build this addition; therefore there would be no additional taxpayer cost. Krueger suggested making presentations to the public about the value of the community center.

Director's Report: Perrault

Discussion: Orten brought up the item from Perrault's report about the potential for medical insurance costs going up double digits in 2015. Rowser pointed out that before the Town became self-insured, insurance costs had increased up to 17% annually. Plaut recommended continuing to monitor the library's health care insurance, and see how the Town attends to their own long term medical insurance cost management. If the whole health care system changes, alternatives could be looked into.

**Upcoming Meetings**

- No meetings in July
- Thursday, August 7: Trustee study session - Board self-assessment
- Monday, August 18: Regular board of trustees meeting

Other Events

- Friday, July 4: LIBRARY CLOSED – 4th of July Holiday
- August 8 – 10: Friends of the Library annual used book sale

Adjourned at 7:56

Respectfully submitted,  
Kaye Orten, Board Secretary  
Minutes prepared by Kieran Rowser

**[Attachments]**

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

Resolutions from June 16, 2014

(14-18) Hancock moved and Dullaghan seconded a motion to approve the June consent agenda. Ayes all.

(14-19) Bryson moved to accept the draft audit pending receipt of the Foundation audit, and the completion of the Management's Discussion & Analysis (MD&A). Orten seconded. Ayes all.

(14-20) Hancock moved, and Bryson seconded a motion to approve the By-laws as amended. Ayes all.

(14-21) Bryson moved, Orten seconded a motion to recommend Kirsten Hardin to the Town Board and the Larimer County Commissioners as the nominee for the Estes Valley Library Board of Trustees opening. Ayes all.

---

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

---

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