

BOARD OF TRUSTEES MEETING

Monday, November 16, 2015, 6:30pm Estes Valley Library / Wasson Room

President Plaut called the meeting to order at 6:32 pm on Monday, November 16, 2015 in the Wasson Room at the Estes Valley Library. The following were present:

TRUSTEES: Peter Plaut, President; Marjorie Hancock, Secretary; Don Bryson, Treasurer; Debra Dullaghan; Kaye Orten and Kirsten Hardin via telephone

STAFF: Claudine Perrault, Kieran Rowser

FRIENDS & FOUNDATION LIAISON: John Krueger, President

GUESTS: Keith Berndtson, Bill Gerritz, Jerry Kennell, John Meissner

Public Comments:

Berndtson: Can't see how a remodel of the second floor would cost \$110,000. Would like to see a breakdown of the costs that comprise \$110,000. Curious about what items would be in the Maker Space. Believes \$40,000 should cover any improvements to the second floor. Concerning cost of eBooks: Only 2% of library patrons read eBooks. Spending \$50,000 on eBooks seems extreme. Physical books are not being expanded. Shelves should not be cut down on the first floor.

Meissner: Has invited Mark Jacobs, a recognized expert on autochrome photography, who is knowledgeable of early 20th century Estes Park photographer Fred Clatworthy and his use of autochrome photography, to come to Colorado the summer of 2016. Wants to have Jacobs make a presentation specifically at Our Wonderful World event. Meissner is disappointed this presentation was not accepted by the library it. Would request reconsideration for an Our Wonderful World presentation.

Staff Introduction - Allison Cavis, IT Specialist

Consent Agenda

1. Board of Trustees meeting Minutes: October 19, 2015
 2. Income & Expense report: October 31, 2015 Year-To-Date
 3. Study Session: 2016 Public Budget Hearing (1st of 2): Thursday, November 5.
- Hancock moved, and Dullaghan seconded a motion to accept the Consent Agenda with correction to the minutes. Ayes all. **(15-24)**

Strategic Discussion & Reports

Gov't Affairs – President Peter Plaut

Plaut expressed that the library is well served by the Friends & Foundation (F&F). Plaut went on to state that he is pleased to announce that the F&F has approved all the library's funding requests for 2016.

Friends & Foundation Report: Krueger:

Krueger announced that at the November 9 meeting Graham Russell was elected to finish Barb Headley's term. Headley had to resign due to health reasons. Officers for 2016 will be: Jerry Kennell, President; Judy Cunningham, Vice-president; Graham Russell, Treasurer; Diane Shriver, Secretary. Concerning Friends & Foundation grants to the library, Krueger stated that the \$110,000 earmarked for the second floor remodel is contingent upon donations in that amount being raised. The General Fund is at \$189,000 and expenses are at \$171,000. The annual Holiday Book Sale is Friday and Saturday, December 4 and 5. Plaut thanked Krueger for his service to the Friends & Foundation Board, and looks forward to him being on the Library Board of Trustees.

Director's Report: Perrault

In response to a question from Orten concerning the "Welcome to the USA: Services for New Americans" program, and Perrault's statement that services for immigrants and those learning English would be "uncomplicated," Perrault stated that she would like to simplify this process by having the library act as a clearing house for multiple types of services available in the community. It will take many years for this program to be successful.

Action Item

Finance Committee – Treasurer Bryson

2016 Budget Hearing (2nd of 2)

Bryson called the Budget Hearing to order at 7:08 pm. Perrault stated that insurance increases for 2016 are at approximately 8%. Concerning Poggenpohl's comment at the first budget hearing about using approximately \$50,000 in excess 2015 funds as employee bonuses, Perrault reported that some of this would be used for merit increases and bonuses. Bryson said that there would be no need to have a separate resolution to approve these expenditures. Perrault continued that the 2016 proposed budget has a handful of salary corrections, based on State Library statistics, and a reduction of insurance costs.

Public Comments: Berndtson: Long-range plans show a 2% salary increase for employees. What were the increases in reality?

Bryson stated that adjustments were made based on merit, the 2% increase was designed as a "place holder." Berndtson requested a clear indication of salary increases.

Board discussion: Bryson explained the process of looking into State Library salary statistics, with libraries comparable to the Estes Valley Library. He found that the Estes Valley Library is fairly well in line with its "peer" libraries salary-wise.

Plaut indicated there was "a lot of money" going into the second floor remodel, and inquired as to the expense breakdown. Perrault replied with a question, "Does our space reflect what the community has asked us to do? Does our space reflect the values of [the library's] twelve service goals?" Redoing the first and second floors can showcase that the library is responding to these values. \$110,000 is a "ballpark" figure. Solid numbers should be coming in late December. Perrault hopes it is less: the library is looking to save money in as many ways as possible. In response to Plaut's question concerning the cutting down of shelves and whether this would diminish the space for books, Perrault replied that compressing the shelves down would bring more books closer to eye level. The taller shelves will be cut down, and the bottoms will be outfitted with 'tilt' shelves to make it easier to see and get. We have evidence that our patrons are largely browsing, and not selecting materials shelved too high or too low. Perrault offered that cutting down shelves will decrease area for print materials.

Krueger reported that, with Estes Park being designated an "Enterprise Zone," donors can receive a state tax credit for contributing to the library's remodel project. This may help raise money for the second floor project.

Plaut stated that he feels a library needs to have physical books. The library is increasing its budget for materials, but almost all for eBooks. Revenue is increasing significantly, but the materials budget – besides eBooks – is flat compared to 2015. Plaut feels there should be a modest increase in the budget to buy more physical books. He would like to see a direction by the Board to increase

the purchase of physical books. Plaut is a great fan of eBooks, but still would like to see a modest increase in the purchase of physical books. Perrault responded, the library's Acquisitions Librarian would say "we're already getting what people want." Plaut recommended that the library not totally rely on what people want, but to "force feed" them by expanding the collection beyond just what they "want." Perrault responded that the library needs to give the people what they want. Dullaghan and Hardin agreed with Perrault. Plaut would still like to see the library buying more books that people may want. He continued by saying that he would like to see the library increasing its book purchases by 2% every year. Orten reported that, historically materials budgets have been met. If more money is to be spent on books it should be spent on what's in demand. Orten concluded by saying that she would support a 2% increase in book purchases.

Bryson suggested looking at the budget again in regard to physical materials, and take the guideline to increase the physical inventory 2%. The Board agreed.

Bryson adjourned the Budget Hearing at 8:21.

- Policy Committee – Dullaghan
 - o Resolution: Adopt CO State Archivist Special District Records Retention Schedule
 - o Approve Management Policy set:
 1. Closing & Emergency Decisions
 2. Community Relations
 3. Confidentiality of Patron Records
 4. Library Guiding Principles
 5. Open Records Requests
 6. Community Partnerships (new)

Hardin moved, and Hancock seconded a motion to approve a resolution to adopt the Colorado State Archivist Special District Records Retention Schedule. Ayes all. **(15-25)**

Prior to a motion to approve the Management Policy Set it was determined to re-name the Community Relations Policy to the Public Relations Policy.

Hancock moved, and Bryson seconded a motion to approve the Management Policy set. Ayes all. **(15-26)**

Upcoming Meetings –

- Board Regular Meeting: Monday, December 14 - one week early
 - o EX. SESSION: Director annual evaluation [note: contract up for review]

Other Events

- Friends & Foundation Holiday Book Sale - Friday and Saturday, December 4-5

Adjourned at 8:35pm

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

[Attachments]

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

Resolutions from November 16, 2015

(15-24) Hancock moved, and Dullaghan seconded a motion to accept the November Consent Agenda with correction to the minutes. Ayes all.

(15-25) Hardin moved, and Hancock seconded a motion to approve a resolution to adopt the Colorado State Archivist Special District Records Retention Schedule. Ayes all.

(15-26) Hancock moved, and Bryson seconded a motion to approve the Management Policy set. Ayes all.

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

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