

BOARD OF TRUSTEES MEETING

Monday, August 15, 2016, 6:30pm Estes Valley Library / Wasson Room

President Poggenpohl called the meeting to order at 6:30 pm on Monday, August 15, 2016 in the Wasson Room at the Estes Valley Library. The following were present:

TRUSTEES: Sharon Poggenpohl, President; Don Bryson, Vice President; Marjorie Hancock, Secretary; John Krueger, Treasurer; Kaye Orten, Bill Gerritz.

SUPPORT GROUP LIAISON: Jerry Kennell, Library Friends & Foundation

STAFF: Claudine Perrault, Kieran Rowser, Kathleen Kase, Sarah Walsh

GUESTS: Keith Berndtson

Public Comments: None

Consent Agenda

1. Board of Trustees meeting Minutes: June 20, 2016
2. Income & Expense report: July YTD 2016
3. Friends & Foundation – Trustee joint Resolution of Appreciation: J. Krueger
4. Study session: Strategic Planning

Board comments: Referring to the Resolution of Appreciation for John Krueger, Gerritz stated that normally in a volunteer organization 80% of the work is done by 20% of its members. In John's case he did 90% of the work. Kudos to John.

Bryson moved, and Hancock seconded a motion to accept the Consent Agenda, with corrections to the minutes. Ayes all. **(16-13)**

Staff Presentation

- Strategic Goal: "Reading, Viewing & Listening for Pleasure" – Kathleen Kase, Acquisitions Librarian
- Strategic Goal: "Celebrate the Centennial" – Sarah Walsh, Development Officer
Bryson inquired whether there is a single source to access Overdrive, Hoopla and 3M. Kase responded that the most popular titles can be access in the library's catalog, but the apps need to be accessed to get all titles.

Strategic Discussion & Reports

- Gov't Affairs Committee – President Poggenpohl
 - o Community Center: update

Poggenpohl said the EVRPD Director has a lot of complicated issues to face, and feels the process will be very difficult. Bryson stated that the library should have a presence at the Community Center, with library information available and an automated check-out station. He continued that the library also needs meeting space for large gatherings such as the "Our Wonderful World" program series. Bryson concluded by saying the EVRPD Director needs to be clear on what the library would pay for use of the multipurpose room(s). Poggenpohl believes the folding in of the Senior Center is crucial to the Community Center, and will effect library patrons. Perrault is concerned that infant care being eliminated raises questions of credibility for the public entities involved, including the library. Bryson commented that the library's credibility would be least affected if the library provides what the public asked for.

o Library Comprehensive Plan: next steps

Poggenpohl distributed a list of items she thinks are most important from previous meetings on the Comprehensive Plan. Poggenpohl asked the Board to send her their thoughts on the plan.

- Finance Committee – Begin 2017 Budget Planning: Krueger
Krueger stated that 2017 budget process is about to begin. Bryson commented that planning is an ongoing process. Things change, ideas change. Perhaps next year study sessions should start earlier than September for the 2018 budget. It's a starting point and could help with budget projections.

Friends & Foundation – President Kennell

30 donors covered most of the \$350,000 pledged for the second floor remodel. As the Front Range continues to grow, Kennell feels this increase in population can be tapped. He doesn't see an end to F&F book sales. From an F&F standpoint, Kennell is confident fundraising will increase.

The F&F is seeking a proposal from a consultant to help the F&F increase fundraising, tentatively beginning in 2017, to set up an endowment plan of \$5 – \$10 million. Kennell would like to see both the F&F and Trustee boards agree on direction in the future, hopefully led by a task force composed of members of both Boards. Gerritz suggested seeking a consultant who's an expert on library fundraising. Krueger agrees. Krueger would also like to see staff input. Orten would like to see a "library envisioning" process with a professional consultant. There is a need to think about issues beyond the facility, parking lot, etc. "What would \$1,000,000 do for the library?"

Board consensus is to table the one consulting proposal currently before the Board.

Poggenpohl said that if a task force is put together it should be interested in and passionate about library concerns. Kennell stated that the task force's goal would be to do research and then start with a vision for the library, followed by a plan. The task force would come up with a model of what the two Boards would envision. Orten suggested a "repeatable mechanism," one that could be applied to a variety of fundraising scenarios. Perrault suggested Kennell have a plan – to meet library budgeting timelines – by early October. Kennell asked for trustee volunteers. Orten and Gerritz volunteered for the task force.

Director's Report: Perrault

Concerning the Request for Proposal for the second floor remodel, Bryson suggested advertising in Front Range newspapers.

Action Items

- F&F and Library District Agreement on Treatment of Restricted Funds – Perrault
Bryson noted that the current process is not a result of Board action. A Memorandum of Understanding with the F&F may be in order, perhaps in 2017. Bryson is concerned the F&F could dictate what the library spends its money on. Krueger thinks the agreement on the table is not necessary. Krueger stated that all charitable organizations he's worked with have a process where if a donor's designation for the funds cannot be met, the donor is consulted about the spending of their donation in a related manner.
Perrault suggested she and Walsh meet with Kennell to finalize the mechanism to handle donor gifts restricted for library use. Kennell would like to see current library-restricted accounting corrected and cleared, and then a streamlined process put in place to avoid unspent library-restricted funds carried

over in F&F accounts. Bryson recommended the agreement before the Board not be acted on, and to rely on staff action. Kennell agreed and suggested Perrault handle the spending of the funds with a final report to the F&F.

No board action.

- Trustee Recruitment: appoint Nominating Committee – Poggenpohl
Poggenpohl reported there would be three vacancies on the Board in 2017. She would like the trustees to think about what kind of skills are not currently represented on the Board.

President Poggenpohl appointed Bryson and Orten to the nominating committee.

Upcoming Trustee Meetings

1. Study Session: Thursday, September 8, 2016
2. Regular Board Meeting: Monday, September 19, 2016

Other Events

- Library Benefit Centennial BBQ & Hoedown: August 27 – YMCA of the Rockies

The meeting adjourned at 8:59pm

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

[Attachments]

Resolutions from August 15, 2016

(16-13) Bryson moved, and Hancock seconded a motion to accept the August Consent Agenda, with corrections to the Minutes. Ayes all.

Sharon Poggenpohl, President
Estes Valley Public Library District
Board of Trustees

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