

BOARD OF TRUSTEES MEETING

Monday, February 21, 2017, 6:30pm Estes Valley Library / Wasson Room

President Bryson called the meeting to order at 6:32pm on Monday, February 21, 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 (via phone); John Krueger, Treasurer (via phone), Ann Coleman, Beth Ellis.

SUPPORT GROUP LIAISON: Sarah Walsh

STAFF: Claudine Perrault, Kieran Rowser

GUESTS: Keith Berndtson

Public Comments: None

Consent Agenda

1. Board of Trustees meeting Minutes: January 16, 2017
2. Income & Expense report: January 31, 2017 YTD
3. Study Session - Colorado Public Library Standards: February 2, 2017

Orten moved, and Coleman seconded a motion to accept the Consent Agenda. Ayes all. (17-7)

Strategic Discussion & Reports

- Gov't Affairs – Bryson
In response to a statement by Bryson that he will be drafting a Memorandum of Understanding (MOU) between the library and Friends & Foundation, Perrault will provide several samples of MOUs to put together a draft.
- Finance Committee – Krueger
 - Gallagher Amendment - 2018 implications
Krueger reported that he's still awaiting information from Larimer County for specific library district information. In response to a question from Gerritz as to what's the worse case scenario, Krueger replied that he did a "back of an envelope" estimate, and it could be a reduction of \$150,000 in tax revenue in 2018, but he doesn't know the breakdown between percentage of commercial and residential property in the District and thus can't provide a more accurate number until he knows the breakdown.
- Strategic Planning Task Force – Orten
 - Spring 2017 Library Satisfaction Survey
Orten reported that the survey group met February 13. The library will be using Equation Research as it did in the original survey, and should take about ten minutes to complete. Questions will be limited to sixteen, using the same format as previously: degree of importance (of the question) and level of satisfaction. It is also desired to get feedback on any new library programs initiated since the previous survey (2012). Survey respondents will be placed in a drawing to receive a library gift basket. The next meeting is February 24 to put together the questions, with the intention of having the survey back by mid-May.
- Downtown Development Planning Liaison – Krueger

Krueger reported that he was out of the country and thus missed the February meeting. The group is seeking input on downtown development. Krueger requested that another Board member attend the March meeting in that he will be gone.

- Director's Report: Perrault

Discussion: Concerning library contracts, Bryson reminded the Board that contracts over \$10,000 requires Board approval, therefore, some contracts need to be brought before the Board and others do not.

Concerning the recent *Gatherings* Library Events Guide mailing, Perrault took a survey of board members on who received a *Gatherings* in the mail. It would appear that only District residents in the 80517 zip code consistently received one.

Gerritz inquired as to why there is no Staff Development Day scheduled for 2017. Perrault responded that staff reorganization is being considered, and there are currently not enough lead staff available to effectively plan. There are still regularly scheduled monthly staff trainings.

Concerning the library's citizenship classes, Gerritz expressed gratitude in being able to participate in the program as one of the volunteer instructors. Students are passionate about becoming citizens.

Concerning the library's space in the Community Center, Orten asked, "Is it smaller?" Bryson responded that a doorway to the proposed multi-purpose room would limit the library's space. Orten also stated that there's a possibility there will be a question in the community survey concerning the Community Center. Additionally, a question concerning the placement of another off-site book drop is being considered.

- Friends & Foundation Director – Sarah Walsh

Walsh reported that only \$185,000 is left to complete the \$648,000 goal for 2017. There will be a membership drive in March and April. During that time, the F&F kiosk will be set up in the library's atrium to generate memberships and to sell duck race tickets, 90% of which goes to support the library. Individuals can also get memberships for friends and family. Beginning in 2017 memberships will run from January 1 to December 31. In other news, Walsh reported that the F&F's long-running use of a Town of Estes Park storage facility for donated books will end after the August book sale. The Town needs the storage unit for its own use. Therefore a search for a new used book storage space is underway.

Action Items

Bryson announced that Item #2, Approve Kone elevator overhaul Door Package for \$22,984 (part 1 of 3) has been removed from the agenda. More information is required before moving ahead.

Krueger moved, and Orten seconded a motion to award 5-year contract to Kone to perform regular elevator maintenance [2017-2022] for \$2,688. Ayes all. **(17-8)**

Orten moved, and Gerritz seconded a motion to approve the recommendation of David Hemphill for the open 2017 Trustee appointment: 4-year term 2017 – 2020. Ayes all. **(17-9)**

Orten moved, and Coleman seconded a motion to approve closing the Library at 5p on Thursday, September 21, 2017 to host the Friends & Foundation Annual

Membership Meeting. Ayes all. (17-10)

Walsh reported that local author Walt Borneman will be the guest speaker, and that an alcohol permit is not needed because the event is a private invitation-only event.

Upcoming Trustee Meetings

- Board Study Session: Thursday, March 2, 2017, 3p
- Regular Board Meeting: Monday March 20, 2017, 6:30p

Other Events

- Downtown Estes Park Vision Workshop: Thursday, February 23, 6:30-8:30p, Estes Park Events Center
- Friends & Foundation Board of Directors meeting: Monday, March 20, 2p

The meeting adjourned at 7:28pm

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

[Attachments]

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

Resolutions from February 21, 2017

(17-7) Orten moved, and Coleman seconded a motion to accept the Consent Agenda. Ayes all.

(17-8). Krueger moved, and Orten seconded a motion to award 5-year contract to Kone to perform regular elevator maintenance [2017-2022] for \$2,688. Ayes all.

(17-9) Orten moved, and Gerritz seconded a motion to approve the recommendation of David Hemphill for the open 2017 Trustee appointment: 4-year term 2017 – 2020. Ayes all.

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Don Bryson, President
Estes Valley Public Library District
Board of Trustees

Bill Gerritz, Secretary
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