

## **BOARD OF TRUSTEES MEETING SPECIAL SESSION**

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

President Bryson called the meeting to order at 6:32pm on Monday, August 21, 2017 in the Wasson Room at the Estes Valley Library. The following were present:

**TRUSTEES:** Don Bryson, President; Kaye Orten, Vice-President; John Krueger, Treasurer, Ann Coleman, Beth Ellis.

**SUPPORT GROUP LIAISON:** Graham Russell

**STAFF:** Claudine Perrault, Kieran Rowser, Laurie Dale Marshall

**GUESTS:** Keith Berndtson

Public Comments: None

### **Consent Agenda**

*The Chair will remove any Consent Agenda item upon request by any Board Member. Items removed upon request will be considered separately by the Board immediately following action on the remaining Consent Agenda.*

1. Income & Expense report: July 31, 2017 YTD
2. Board of Trustees meeting Minutes: June 19, 2017
3. Board Study Session – review of Colorado Public Library Standards

Orten moved, and Coleman seconded a motion to accept the Consent Agenda. Ayes all. **(17-20)**

### **Staff Presentation**

Meet Laurie Dale Marshall – Adult & Teen Services Librarian

### **Action Items**

- Gov't Affairs – Bryson
  - Appoint Trustee Nominee Task Force  
(Gerritz and Ellis would like to continue as Board members at the completion of their interim terms.)  
Orten and Colman are recommended for the Nominating Committee.  
Recommendations are to be brought forth in September, looking for approval by Larimer County and the Town of Estes Park by January 1, 2018

Krueger moved, and Ellis seconded a motion to approve the appointment of the Nominating Committee. Ayes all. **(17-21)**

- Friends & Foundation draft MOU

Orten moved and Coleman seconded a motion to approve the MOU. Ayes all. **(17-22)**

Discussion: Orten: The original suggestion was for a non-voting seat (Section III, A, Item 6), but there will be two non-voting members.

Krueger moved, and Orten seconded a motion to edit Section III, A, Item 6 to read "... non-voting seats ...." Ayes all. **(17-23)**

Russell commented that he is happy to see (in the MOU) the purpose of the F&F is to support the library. Bryson commented that it's good to have both Boards having representatives at both Board meetings.

### **Strategic Discussion & Reports**

- Gov't Affairs – Bryson
  - Facilities Projects
 

Second Floor Remodel: Details are being discussed between Mark Riffle and the contractors. Marsha Yelick will be leaving the Friends Sorting Room and Sarah Walsh will be moving to that space. This will open up space in Walsh's former office.
  - Community Rec Center: Bryson:
 

Library costs are being firmed up. The contractor has proposed the cost to be under budget for the installation of the library's kiosk. (The library will be paying for the kiosk.)
  
- Finance Committee – Krueger
  - Review process for 2018 budget planning
 

Krueger will be reviewing the process for planning the 2018 budget. Krueger will send an acknowledgement and thank you to the members of the 2005 library Board for their foresight in creating a CD to cover anticipated costs of repaying the YMCA of the Rockies for return of taxes pending a judgment in favor of the YMCA on their tax exempt status, which occurred in May of 2017. The library Board will send a letter of thanks to the YMCA for their \$29,000 donation to the library.

The budget is in good shape for the year. Krueger then reviewed the DOLA (Department of Local Affairs) local government budget calendar for the Board. The preliminary assessed valuation is due the end of August.
  
- Strategic Planning Task Force – Orten
  - Library Satisfaction Survey
  - Strategic Plan framework

The satisfaction survey is to be reviewed at the September study session. Orten inquired as to the reframing of the library Strategic Plan.
  
- Downtown Development Plan Liaison - Krueger
 

(See Krueger's report, attached.) August 24: Public discussion on downtown parking. September 28: Downtown Steering Committee presentation.
  
- Library Director – Perrault
 

Bryson inquired if the new copier would affect the budget. Rowser replied that it would not. Perrault reported that the Estes Park Museum has collected all of what they want from the library's Archive. There's a question as to what to do with the materials the Museum didn't want. The library will hold onto those items until a decision can be made on whether to keep the items or dispose of them.

**Action Item:** Jamie Murphy to report to Perrault on Archive progress; detailed for the Board.
  
- Friends & Foundation Director – Graham Russell, President
 

Ray Nieder has submitted his resignation. As Nieder was instrumental in the book sale organization, there will be a need to address how this will go forward. Concerning voting for F&F Board members at the annual meeting (by only those

present), Russell would like to look into having a broader selection of F&F members vote for the Board members. Russell reported that there is work on reorganizing the Board. Walsh can now be placed as Executive Director with duties commensurate with that role, with the Board supporting Walsh in those duties.

**Good of the Order:**

Bryson expressed pleasure that various Board members are circulating in various community activates.

**Upcoming Trustee Meetings**

- Board Study Session: Thursday, September 7, 2017, 3p
- Regular Board Meeting: Monday, September 18, 2017, 6:30p

**Other Events**

- **Open House** - Estes Park **Parking Plan**: Thursday, August 24, Town Hall
- **Library Closed**: Labor Day - Monday, September 4, 2017
- Friends & Foundation **Annual Membership meeting**: Thursday, September 21

The meeting adjourned at 8:22pm

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

**ESTES VALLEY PUBLIC LIBRARY DISTRICT**

**BOARD OF TRUSTEES**

Resolutions from June 19, 2017

**(17-20)** Orten moved, and Coleman seconded a motion to accept the Consent Agenda. Ayes all.

**(17-21)** Krueger moved, and Ellis seconded a motion to approve Orten and Colman as the Nominating Committee. Ayes all.

**(17-22)** Orten moved and Coleman seconded a motion to approve the MOU between the library and the Friends & Foundation. Ayes all.

**(17-23)** Krueger moved, and Orten seconded a motion to edit Section III, A, Item 6 to read "... non-voting seats...." Ayes all.

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**Don Bryson, President**

Estes Valley Public Library District

Board of Trustees

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**Bill Gerritz, Secretary**

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