

## **BOARD OF TRUSTEES - REGULAR MEETING**

Monday, September 18, 2017, 6:30pm Estes Valley Library / Wasson Room

Vice-President Orten called the meeting to order at 6:30pm on Monday, September 18, 2017 in the Wasson Room at the Estes Valley Library. The following were present:

**TRUSTEES:** Kaye Orten, Vice-President; Bill Gerritz, Secretary; John Krueger, Treasurer, Ann Coleman, Beth Ellis, David Hemphill.

**SUPPORT GROUP LIAISON:** Sarah Walsh

**STAFF:** Claudine Perrault (via phone), Kieran Rowser

**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: August 31, 2017 YTD
2. Board of Trustees meeting Minutes: August 17, 2017
3. Board Study Session – 2017 Community Survey Results

Krueger moved, and Gerritz seconded a motion to accept the Consent Agenda. Ayes all. (17-24)

### **Strategic Discussion & Reports**

- Gov't Affairs – Orten
  - Quorum at study sessions

Orten reported that currently there is no requirement of a quorum at study sessions. Orten suggests instituting a policy requiring a quorum at study sessions. Orten also opened a discussion for moving study sessions to evenings. Concerning quorums, Krueger expressed a little hesitation because there's a possibility of a quorum not being present at a study session. Krueger suggested requiring a quorum for important study sessions. Krueger and Gerritz like the idea of having study sessions in the evening (5:00). Coleman and Hemphill expressed being okay with a 3:00 or 5:00 session. Ellis stated she doesn't have a regular schedule so there could be an occasional conflict with either a 3:00 or 5:00 study session. Orten said if the sessions were later she'd have less time away from her work duties. In summary, having a quorum is not as important as having a suitable schedule. The Board agreed to continue 3:00 study sessions for the duration of 2017, with a later start date after the first of the year.
- Finance Committee – Krueger

Krueger presented the Preliminary Assessed Valuation for the library district, as well as the unusually large one-time tax abatement. Krueger is not certain on why the abatement is so large. Rowser will contact the County Assessor's office to seek more clarity of the large abatement. Krueger also reported that the expenses vs. revenue is in good shape.

- Strategic Planning Task Force – Orten
  - To Do's: Colorado Public Library Standards Review
  - Library Satisfaction Survey: executive summary

Perrault reported that there is no Trustee track at the annual CALCON (Colorado Association of Libraries Conference) in October. There will be a Trustee track in 2018. Concerning library standards, Krueger stated that there is a greater need for financial contingency planning for major disruptions in revenue flow. Concerning the Satisfaction Survey, Orten stated that there is a plan to conduct focus groups for teens since the Survey didn't conclusively show what teens want. Perrault expressed kudos to employee Wendy Corcoran for compiling the Survey report.
  
- Downtown Development Plan Liaison - Krueger
 

Krueger reported that a draft of the Downtown Development Plan has been completed, and is located on the Development Plan Web site. Krueger also reported that a joint open house is scheduled for September 28 on the Development Plan and the downtown parking plan.
  
- Library Director – Perrault
 

Walsh expressed appreciation that the DVD display shelves are moveable, creating more space for events, such as the upcoming Friends & Foundation Annual Membership Meeting September 21.
  
- Friends & Foundation – Walsh, Director
 

Coleman said she is impressed with the F&F book sale kiosk at the Farmers Market, and that the public was impressed also.

### Action Items

- Finance Committee – Krueger
  - Accept Exterior Staining Proposal from B&E Builders for \$12,870  
Krueger moved, and Coleman seconded a motion to accept the proposal from B&E Builders for staining the exterior for \$12,870. Ayes all. **(17-25)**
  
  - Accept Elevator Repair Proposal from Kone for \$45,922 to be completed during 2<sup>nd</sup> floor renovation  
Krueger moved, and Gerritz seconded a motion to accept the proposal from Kone for elevator repair at \$45,922 to be completed during the 2<sup>nd</sup> floor remodel. Ayes all. **(17-26)**
  
- Policy Committee – Gerritz
  - Approve Finance Policy  
Gerritz moved, and Hemphill seconded a motion to approve the Finance Policy. Ayes all. **(17-27)**
  
- Trustee Nominating Task Force – Coleman
  - Recommendations for appointment in 2018  
Ellis moved, and Krueger seconded a motion to recommend Ann Coleman and Bill Gerritz for terms beginning in 2018. Ayes all. **(17-28)**

### **Upcoming Trustee Meetings**

- Board Study Session: Thursday, October 5, 2017, 3p
- Regular Board Meeting: Monday, October 16, 2017, 6:30p

### **Other Events**

- Friends & Foundation **Annual Membership meeting**: Thursday, September 21
- Colorado Association of Libraries **Annual Conference** in Loveland: October 12 – 14
- EPNRC: **Policy Governance Training** at the YMCA: Monday, October 23 – all day

The meeting adjourned at 7:34pm

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

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

Resolutions from September 18, 2017

**(17-24)** Krueger moved, and Gerritz seconded a motion to accept the Consent Agenda. Ayes all.

**(17-25)** Krueger moved, and Coleman seconded a motion to accept the proposal from B&E Builders for staining the exterior for \$12,870. Ayes all.

**(17-26)** Krueger moved, and Gerritz seconded a motion to accept the proposal from Kone for elevator repair at \$45,922 to be completed during the 2<sup>nd</sup> floor remodel. Ayes all.

**(17-27)** Gerritz moved, and Hemphill seconded a motion to approve the Finance Policy. Ayes all.

**(17-28)** Ellis moved, and Krueger seconded a motion to recommend Ann Coleman and Bill Gerritz for terms beginning in 2018. Ayes all.

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

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**Bill Gerritz, Secretary**  
Estes Valley Public Library District  
Board of Trustees