

## **BOARD OF TRUSTEES MEETING**

Monday, November 20, 2017, 6:30pm Estes Valley Library / Hondius Room

President Bryson called the meeting to order at 6:30 PM on Monday, November 20, 2017 in the Hondius Community Room at the Estes Valley Library. The following were present:

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

**SUPPORT GROUP LIAISON:** Sarah Walsh, Graham Russell

**STAFF:** Claudine Perrault, Jamie Murphy

**GUESTS:** Keith Berndtson

### **Public Comments (1/2):**

1. Mr. Berndtson expressed concern that since 2015 the Library's general budget increased by half of one million dollars, while the Fiction and Nonfiction budget increased by only \$3,000. Mr. Berndtson added that the library boasts about having a vast number of e-books but that the only reason the library purchases so many is because it costs less for the library but more for the consumer. He asked if we were trying to run a golf course.
2. Cynthia Fleisher email: Bryson addressed Ms. Fleisher's public comment via email that inquired about the library's plans for disabled patrons.

Orten said while it bears looking into for future planning, she needs more specifics because the comment is too open-ended. Orten shared that it would be useful to have feedback from the director and staff regarding future planning. Bryson suggested Perrault consult with ADA. Bryson supported Orten's sentiment by saying, "We've improved the elevator...what else?" Bryson called for a general review from Perrault in December.

### **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. Board of Trustees meeting Minutes: October 16, 2017
2. Income & Expense report: October 31, 2017 YTD
3. Board Study Session – 2018 Budget Hearing: 1<sup>st</sup> of 2. November 2, 2017

Orten moved, and Gerritz seconded a motion to accept the November consent agenda with corrections to the October minutes. Ayes all. **(17-32)**

### **Strategic Discussion & Reports**

- Gov't Affairs – Bryson
  - Policy Governance Training review

Bryson outlined the Trustees' end of year review of the director. Bryson explained that Perrault will send the trustees a report that outlines her performance and its relation to her job description; it is an opportunity for Perrault to critique herself. Bryson further explained the purpose of the review as a means to define successful organization performance as it relates to Trustees' expectations of Perrault and the staff, Perrault's performance, and state library standards. Bryson asked 2 questions: Are our results what we asked for? Have staff acted in the way that was delegated?

Gerritz expressed concern saying staff should not be the Trustees' business. Bryson clarified and assured him that Perrault is the only staff referred to by this question, and only Perrault's performance will be reviewed.

- 2018 Officer and Committee Appointments: Discussion

Bryson announced that he and Orten recommend the same assignments are kept for another year. Bryson asked if there were comments; there were none. Bryson reminded that committees are board approved and it was said that there should be future discussion about this. Bryson invited trustees to contact with him at a later date with opinions on 2018 Officer and Committee Appointments.

- Strategic Plan Task Force – Orten

Perrault opened the discussion with the questionnaire, in which 10 library goals were ranked for suggested priority in 2018. The questionnaire was given to library trustees F&F, and staff excluding Perrault. Perrault said the questionnaire confirmed what we already knew; *youth literacy* is the top priority.

Orten was surprised and concerned that *harnessing innovation and creativity* was ranked low priority. She asked: Are the Makerspace and its functions ambiguous? Or did stakeholders lump this item with *Lifelong Learning* while taking the survey?

Gerritz faulted the questionnaire for having ambiguous wording. Perrault suggested taking this offline to decide its merits. Gerritz added that he is in support of trying new things out, and that failure is okay.

Orten thought that performing a 3-year community survey instead of a 5-year is important especially now, during this dynamic point of change.

Ellis added that while we are (actually) judging value of the goals based on survey responses, the wording doesn't ask about value; it's more about perception.

Bryson stated that he manipulated his answers to make sure each group served (e.g. youth, adults) would be represented well.

Orten called for an examination in December or January of the 5 survey goals, asking what the goals look like, and what their metrics are. Bryson said January is a better time than December.

- Downtown Development Plan Liaison – Krueger

Krueger was absent. His submitted report was discussed:

Walsh was curious about others' thoughts on Krueger's question of whether or not the Library should seek to become a member of the current arts district/the future creative

district. Walsh was curious about what a relationship would look like between the library and arts district.

Bryson was concerned about taxing and funding for a downtown development authority (DDA) or district and would all options be Tax Increment Tax (TIF) funding?

Perrault expressed surprise that an arts district would oversee downtown planning. She also observed that the TIF funding mechanism would affect other districts.

Orten expressed concern about “double dipping.” Perrault suggested looking in more depth at what our involvement in a DDA would look like. Bryson thought that the library would not be part of a DDA (so we won’t receive funds) but we might be taxed. If it is decided that the Arts District is chosen, perhaps we could be included in the district.

- Library Director – Perrault

Bryson asked if the intent was to use capital or donations for the staff kitchen/program room.

Bryson asked if it is appropriate for the BoT to have a Youth in Action (YIA) teen advising the governing board. Orten offered that it should be akin to a focus group, where a teen advisory council weighs in on teen services; it is important to capture *teens’* desires. Perrault offered that YIA operates out of Teen Services and so can be a separate advisory board to library services. Gerritz strongly agreed, exclaiming that we must give students real voices. Bryson said the necessity, then, is for council at the programming level and not the board level.

- Friends & Foundation – Russell, President

Russell explained that the F&F is undergoing a “macro update” and revamping its bylaws. Progress is steady, with much discussion around the best way to operate with Sarah Walsh.

Russell announced that Jim Pickering has resigned but is expected to remain a great asset to F&F. There are 4 seats open; F&F is discussing what backgrounds and skillsets are currently lacking so they can target those in their search for candidates.

Walsh updated the board that Kent Meyer is the new leader of Estes Valley Legacy and confirmed that CO Gives Day is indeed growing every year.

Bryson inquired about progress on the historic newspaper digitization project and wondered if we don’t need an Inter-Governmental Agreement (IGA). Perrault agreed that IGAs should indeed be approved by the board since the project is agency-to-agency. The IGA draft is in progress. She added we are in discussion on vendor choices, that it is important to know who the vendor(s) will be and to have that information stated in the IGA. Orten asked if one criterion in selecting the vendor will be *continuity of service*, and asked how we might measure that. Perrault said if that isn’t part of the decision, it will be; it’s important. She will be sure the staff working on this project have that on the criteria list.

Bryson acknowledged the report of highest circulation for digital materials. Russell said it would be helpful to have better metrics on digital materials. Perrault explained that during the centennial year the regular collection of use metrics was neglected but will pick up now.

In response to an F&F board request, Perrault will have a One Book/One Valley report from the One Book committee in January reviewing the goal, metrics (inputs/outputs, and outcomes) and recommendations.

### **Action Items**

- Finance Committee – Hemphill
  - **2018 Budget Hearing: 2<sup>nd</sup> of 2**

The 2<sup>nd</sup> of two budget hearings was called to order at 7:25p. The final budget will be approved on December 11 at 6:30.

Perrault explained the 1st draft is already on the library website, and that this draft is technically the 3rd, but since the 2nd was rejected, it's the 2nd for all intents and purposes; it will be posted to the website 11/20.

Perrault stated that \$100,000/year in reserve is a goal.

Orten announced that currently, the library will dip into reserves in 2025 under the first draft, and 2020 under the 2nd (rejected) draft. Krueger will announce the new date for the final draft upon his return.

### **7:35: Public Comment (2/2)**

Keith Berndtson said the library should survey types of books/genres/authors the public wants to read because we are lacking connection between what we buy and what people want to read. He finds it unreasonable that the library has "10,000" volumes in house and sells over 35,000 at the book sales. He suggested putting the survey on our website and in the mail. He expressed concern about too much empty shelf space in the stacks and referenced the 2nd floor remodel as an unworthy expense.

Bryson reminded Perrault is to report back on ADA requirements and how well the library complies and where it is lacking.

Walsh wishes to see a blank director evaluation document.

Perrault suggested moving the next finance committee meeting to before the budget hearing on 12/11. Hemphill acknowledged.

### **Upcoming Trustee Meetings**

- Board Study Session: *no* December session
- Regular Board Meeting: Monday, December 11, 2017 (one week early)

### **Other Events**

- Library CLOSED for Thanksgiving Holiday: November 23 & 24 (Thursday & Friday)
- Friends & Foundation Holiday Book Sale: December 1 & 2 (Friday & Saturday)

- 2<sup>nd</sup> Floor Renovation and Closure: October 15 – December 15

The meeting adjourned at 7:40 pm.

Respectfully submitted,

Bill Gerritz, Board Secretary  
Minutes prepared by Jamie Murphy

**[attachments]**

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

Resolutions from November 20, 2017

**(17-32)** Orten moved, and Gerritz seconded a motion to accept the November consent agenda with corrections to the October minutes. Ayes all.