

**Estes Valley Public Library District**  
**BOARD OF TRUSTEES MEETING MINUTES**

Monday, April 16, 2018, 6:30pm

Estes Valley Library / Wasson Board Room

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President Bryson called the meeting to order at 6:30 PM on Monday, April 16, 2018 in the Wasson Board Room at the Estes Valley Library. The following were present:

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

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

**STAFF:** Claudine Perrault, Jamie Murphy, Joanna Stensland

**GUESTS:** Keith Berndtson

Public Comments: [attachment] Bryson addressed 2 patron comments received via email.

**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: February 20, 2018
2. Income and expense reports: 2017 13th month and March 31, 2018 YTD
3. April Study Session: Collection report summary

Orten moved and Gerritz seconded a motion to accept the Consent Agenda with the addition of “minutes” to the title of the February minutes. Ayes all. **(18-08)**

**Guest Presentation**

Library Volunteer Program - Joanna Stensland, Volunteer Coordinator

Stensland updated trustees on the status of the new volunteer program. Bryson asked the board to remain diligent in recording their number of hours worked. Walsh seconded explaining that exact hours rather than averages are helpful for grant applications.

**Strategic Discussion & Reports**

- Gov't Affairs – Bryson

Bryson announced the library's recognition award received two weeks ago by DCI (Downtown Colorado, Inc), for the Estes Valley Library's proactive service during the 2013 flood. Perrault offered the accomplishment was not the award, but the conversation it started at the DCI event and the Aspen Institute from last year; dialog between public libraries and professionals in *different* fields are now becoming more frequent, enabling libraries to have a great impact on their communities.

- Finance Committee - Krueger

Krueger reported 2017 expenditures were at 92% of budget, and revenues at 94%. Tax revenue was lower than expected.

Krueger reminded all indications are that the Town of Estes Park will cease being the library's accounting contractor at the end of 2018. Krueger suggested the library hire its own bookkeeper as soon as possible; Kieran Rowser will retire at the end of 2019, so

the hire of a bookkeeper is timely and will involve a necessary, overlapping transition period between the two. Perrault noted this is an unforeseen expenditure and agreed with the necessity of hiring of a bookkeeper as early as this summer, to prepare for the transition.

Krueger outlined two scenarios for future income:

- Ten Year plan finance - Plan A (normal)
  - Under normal projections, by the end of 2027 the library will have over \$500,000 in reserves; every year there is a 2% CPI increase and this has indeed been the case the past four years.
- Ten Year finance Plan - Plan B (possible URA or DDA)
  - There is potential for future disruption to income by two sources:
    1. If the town adopts a URA or DDA, special taxing districts such as the library will encounter a TIF impact to revenue.
    2. It's possible that Gallagher could impact the library again with a potential 10% reduction in tax income by 2020, which will prevent the library from staying in the black through its built up reserves through 2025, as promised to voters.

Although the library is currently within its promise to refrain from asking the public for an increase in tax revenue for 10 years, if one OR both of these scenarios happen the library will still be able to maintain that promise but would likely consider reducing expenditures.

Bryson pointed out the first scenario would not affect us as intensely as the second. Krueger explained if either occurred, precise calculations would certainly be necessary; his scenarios were meant for example and preliminary discussion only, and not accuracy.

On a related note, Orten reminded the board that PERA will pass a bill in two weeks that may increase employer contributions. There may not be an employer increase and so employees would be responsible for the difference.

- Library Directory – Perrault

Gerritz asked about the Makerspace survey results, and Perrault assured the full summary would be available at the regular May meeting.

Perrault reported the first of potentially multiple phases of becoming ADA compliant is finished. Perrault wishes to continue working with MTC because they are advice driven as opposed to enforcement driven, and will continue to provide guidance on which items should be completed 1st, 2nd, and so on. Bryson requested an excel sheet that includes time frames and costs. Perrault will provide a simplified excel sheet with cost and timelines at the June meeting and the cost estimates as soon after that as possible. Perrault stated that exterior items, for example the slope of the parking lot, will require a conversation with the town, as it is their property.

- F&F- Russell

Russell reported 12 applicants interviewed for the 4 open positions, and 4 have been chosen. Russell is satisfied that 3 have relatively open schedules i.e they are not on many/any other boards.

The F&F board found a potential investment advisor to hire for endowment management. S/he has nonprofit experience. Approval to appoint this person will occur on Monday, April 23. The first task for this hire will be performing a comprehensive review of the current financial policy, which is in need of revision. Russell offered a task force to work with this professional would be beneficial.

### **Action Items**

- Gov't Affairs – Bryson

- Approval to close library at 5 pm September 20, 2018 for F&F use

Krueger moved and Gerritz seconded a motion to approve the closure of the library at 5p. Ayes all. **(18-09)**

- Policy committee - Gerritz

Bryson asked for a motion to approve all 5 policies in the Management set, with the following modifications:

- Closing & Emergency Decisions
- Confidentiality of Library Records
- Public Records Request
- Public Relations
- Guiding Principles: *title changed to Code of Professional Ethics*

Orten suggested even though the Board of Trustees has their own code of ethics, they, along with volunteers, should be explicitly listed in the new staff Code of Ethics. Orten moved, and Coleman seconded a friendly amendment to the original motion that will change the wording to “The work of library staff, volunteers, and trustees...”

Orten moved and Coleman seconded a motion to approve all 5 Management policies with modification. **(18-10)**

Bryson, Orten and Perrault expressed interest in drawing attention to the library as a place of ethics by using a paragraph from the Code of Ethics with programming or in some other way, perhaps in the fall.

Gerritz recognized the staff handbook revision is overdue and involved interaction with staff. He asked Perrault to frontload this policy in 2018. She confirmed.

### **Upcoming Trustee Meetings**

- Cancelled: May study session
- May 21 board meeting

### **Other Events**

- Book Sale: May 4, 5
- Cancelled: after hours volunteer event April 20

The meeting adjourned at 8:23 pm.

Respectfully submitted,  
Bill Gerritz, Board Secretary

Minutes prepared by Jamie Murphy  
**[attachments]**

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

Resolutions from April 16, 2018

**(18-08)** Orten moved and Gerritz seconded a motion to accept the April Consent Agenda with the addition of "Minutes" to the title of the February Minutes. Ayes all.

**(18-09)** Krueger moved and Gerritz seconded a motion to approve the early closure of the library at 5 pm, September 20, 2018 for the Friends & Foundation Annual Membership Meeting. Ayes all.

**(18-10)** Orten moved and Coleman seconded a motion to approve all 5 Management policies (Closing & Emergency Decisions, Confidentiality of Library Records, Public Records Request, Public Relations, Code of Professional Ethics). 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