

Estes Valley Public Library District
BOARD OF TRUSTEES MEETING MINUTES

Monday, June 18, 2018 6:33pm
Estes Valley Library / Wasson Board Room

President Bryson called the meeting to order at 6:30 pm on Monday, June 18, 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 (via phone); Ann Coleman, David Hemphill, Beth Ellis

SUPPORT GROUP LIAISON: Sarah Walsh, Russell Graham

STAFF: Claudine Perrault, Jamie Murphy, Kieran Rowser

GUESTS: Keith Berndtson, David Wolf, Wendy Swanhorst

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. Board of Trustees meeting Minutes: May 21, 2018
2. Income & Expense reports: May 31, 2018 YTD
3. Study session: Review Director's Job Description: June 7, 2018

Orten moved and Krueger seconded a motion to accept the consent agenda. Ayes all.
(18-12)

Guest Presentations

- Gallagher in Estes Park – David Wolf, Fire Chief
- 2017 Audited Library Financial Report – Wendy Swanhorst, Auditor

Gallagher in Estes Park discussion:

The Finance Committee will strategize next steps. Krueger explained he is not prepared to deliver a public proposal by July. Orten acknowledged agreement, added that delivery by September could also be too soon. Hemphill and Krueger agreed that the library has strong enough financials and the wherewithal to continue to monitor Gallagher this year without acting. Perrault offered that delivering the right language to the public now is more advantageous than delivering it down the road when asking after tax revenue has ratcheted down. Finance Committee will discuss quarterly.

2017 Audited Library Financial Report, discussion:

Changes to PERA will bring employer/employee contributions respectively from 13%/8% to 14%/10%.

Bryson observed that Accumulated Compensated Absences are heavily impacting the budget. Perrault stated that accrued vacation is an employment benefit.

On revenues and expenditures, Krueger discussed:

1. The YMCA erroneously shows as an extraordinary item
2. 2018 building expenses (~\$10,000) was moved into 2017

These items will be adjusted, producing a new 13th month report.

Bryson verified with Swanhorst that Capital Reserve can be transferred to the general fund as a subcategory. Those facility development funds were approved by voters, so can and should be used this year for ADA even though it was part of 2017's budget.

Strategic Discussion & Reports

- Gov't Affairs – Bryson
 - Strategic staff assessment and Director Job Description – progress report

Perrault noted that **Phase 1** of 3 was a success; for the first time in her tenure staff examined accuracy of their job descriptions, composition of their teams, reported resources they need to most effectively do their job at the library. Major themes derived from the survey:

1. More staff with Tech specialty is needed.
2. Flexible schedules and work places desired.
3. Library-issued devices (laptops and cell phones) would be helpful.

Phase 2: With job descriptions more tightly aligned with strategic goals, the next phase involves lateral movement of teams, some of which has already begun. Phase 2 will include finalizing job descriptions and development of new objectives.

Phase 3: The last phase will call on Employer's Council to advise on development of performance appraisals.

By end of 2018: new job descriptions, team structures in place and supportive of action plans, and simplified performance appraisals.

Bryson expressed concern that reorganization can endanger creativity, relationships, and things that are working well.

Bryson reminded it is not the Board's intent to change the evaluation of the director this year; it is the board's intent to change the *parameters* of the evaluation. Perrault presented her drafted job summary and invited comment. Perrault states this update is helpful to her current relationship with board, and will facilitate a coherent transition from current director to new director in the future.

Orten expressed interest in knowing how much time Perrault spends delegating.

The HR Committee will revise Perrault's draft to ensure it is measurable. Perrault suggests a rubric and asked that edits be tracked in a google doc. Jamie Murphy to create the doc and share with board members during Phase 3 of project.

- Finance Committee – Krueger

The finance committee is discussing implications of hiring an internal bookkeeper versus using an external contractor after Kieran Rowser's retirement.

- Library Director – Perrault

Perrault moved the delivery date for the newly structured Director's Report from August to the September board meeting. She is confident the report can be retooled to present less information that is of higher quality and relevance. Gerritz suggested a "rolling" report, where each staff person reports just a few times a year. Perrault said she could operationalize that and will discuss with staff.

Bryson questioned Rowser's capital expenditures comment: "*Total expenditures are at 40% (total Operating 41%). For this time of year expenditures are generally 2 – 3 percentage points lower. So far there have been unexpected increased expenditures on the building.*" Perrault explained there are several smaller, unbudgeted projects happening, and Rowser reports to her monthly with budgeted and unbudgeted facility improvements. An example is the urgent and unexpected need for more storage space as our programming team and programming goals grow.

We are awaiting bids for:

1. Volunteer program enhancements
2. Staff space
3. Program space

Although Perrault asked the Board for approval to use capital reserve funds to pay for ADA improvements, Bryson reminded that the board doesn't need to be involved in decisions dealing with movement of money unless Perrault is over budget. Krueger added that when Perrault's full reprioritization is outlined, the Finance Committee will make a recommendation.

- Friends & Foundation – Russell

Russell is encouraged that the new, tangible, practical board member roles leave Walsh in a better position to request task forces. The F&F board is grappling with the investment & spending policy, and how endowments *should* work. Under discussion: How money is organized in various funds; How the spending policy should be directed; Specifics for endowment donors. He is confident they are getting close to a workable policy.

Walsh reported the book sale volunteers are maxed out and are currently organizing a record number of donations. The new farmers' market book sale pricing (all books for \$1.00) has been successful so far, with 210 sold the 1st week and 185 the 2nd week.

Perrault praised the confluence of commerce and public service at the farmers' market.

Action Items

- Finance Committee – Krueger & Hemphill
 - Accept 2017 Audited Financial Report

Krueger moved and Orten seconded a motion to accept the 2017 Audited Financial Report. **(18-13) Ayes all.**

- Policy Committee: Gerritz & Coleman
 - Approve HR Policy set:

- Employee Handbook
- Volunteer Handbook

Orten moved and Ellis seconded a motion to approve the HR Policy set, with the addition of specification of hours (as opposed to days) in the carry over section. **(18-14)**
Ayes all.

Upcoming Trustee Meetings *(there are no July meetings)*

- Board Study Session: Thursday, August 2, 2018, 6:30p *cancelled*
- Regular Board Meeting: Monday, August 20, 2018, 6:30p

Other Events

- Friends & Foundation Board meeting: Monday, June 25, 2p, Wasson Board Room.
- Library Closed: Independence Day - Wednesday, July 4, 2018
- Friends & Foundation Summer Book Sale: August 3-5, Ridgeline Hotel

The meeting adjourned at 8:35 pm.

Minutes prepared by Jamie Murphy

Respectfully submitted,
Bill Gerritz, Board Secretary

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

Resolutions from June 18, 2018

(18-12) Orten moved and Krueger seconded a motion to accept the June consent agenda. Ayes all.

(18-13) Krueger moved and Orten seconded a motion to accept the 2017 Audited Financial Report. Ayes all.

(18-14) Orten moved and Ellis seconded a motion to approve the HR Policy set, including the Employee Handbook and Volunteer Handbook, with the addition of specification of hours (as opposed to days) in the carry over section. Ayes all.

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

Bill Gerritz, Secretary
Estes Valley Public Library District
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