

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

Monday, May 21, 2018, 6:30pm  
Estes Valley Library / Wasson Board Room

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President Bryson called the meeting to order at 6:31 pm on Monday, May 21, 2018 in the Wasson Board Room at the Estes Valley Library. The following were present:

**TRUSTEES:** Don Bryson, President; John Krueger, Treasurer; Bill Gerritz, Secretary; David Hemphill, Beth Ellis, Ann Coleman

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

**STAFF:** Claudine Perrault, Jamie Murphy

**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. Board of Trustees meeting Minutes: April 16, 2018
2. Income & Expense report: April 30, 2018 Year-To-Date

Gerritz moved, and Ellis seconded a motion to accept the Consent Agenda with the following corrections to the April minutes: addition of Graham Russell's name and addition of signatures.

Ayes all. **(18-11)**

**Strategic Discussion & Reports**

- Gov't Affairs – Bryson  
No report.
- Finance Committee- Krueger
  - Krueger reported the budget is on track. His only concern is Building items, but the director is considering re-prioritizing projects to manage Building items within total budget limits.
  - The Finance Committee suggests the library join the Special District Association of Colorado (SDA). There will be no cost for 2018 and a 50% membership cost for 2019. This will allow consideration of their insurance policies for 2019 and beyond. Our current independent agency will be asked to work with SDA's Property & Liability providers to determine if this is a better plan and cost.
  - The Finance committee has been following Senate Bill 18-200 regarding PERA. It passed the Colorado General Assembly on May 9, 2018. It requires the governor's signature, but is anticipated to restore PERA to full funding within 30

years. This will have an impact on members (2% increase) and employers (.25% increase) both starting July 1, 2019. Other changes will affect benefits. The Finance Committee will work with the auditor to be fully aware of financial impacts.

- Library Director – Perrault
  - The Director's Report used to be broad in scope and largely financial in nature. It has evolved to be strategic and metric focused. A less frequent report, quarterly instead of monthly, will better show if goals were met. Gerritz asked about the possibility of splintering the report, where all staff would continue to report monthly but the board would review only the most pertinent items at a given meeting. Perrault is open to this discussion but strives to relieve reporting urgency for staff. Bryson pointed out the narrative is between the Director and staff and as long as the board is given sufficient detail to assess whether or not goals are being met, a change in report timeline should work. Perrault will meet with Bob in June and by August there will be a new style report for consideration.
  - Perrault's interpretation of library statistics is that data gathering and reporting are inconsistent and yield questionable results. Regardless, data points we know are true are: *checkouts are down, # patrons entering the library is down, and digital checkouts are up*. Russell expressed interest in seeing the numbers broken out and he and Bryson agreed on the importance of this detail because the Friends & Foundation are occasionally asked to fund digital collections.
  - The library seeks to lend Adult Discovery kits, much like the Pikes Peak Library District, where safe items such as jewelry making and papermaking will be lent. This is really an expansion on children's kits we've lent out for 20 years. The goal is to combine targeted maker programs with adult discovery kits to provide services the community desires. For in-library use, Allison Cavis and Mark Riffle will judge who is competent in using makerspace equipment and teaching patrons to use equipment. Perrault will work with the policy committee to draft a makerspace policy for the Estes Valley Library, using Pikes Peak's policy as a guide. This policy will be added to the board's next set for review.
  - The staffing assessment is in progress.
  - The goal of our use of Analytics on Demand (AOD), now partnered with GALE, is to overlay data from Experian with data from our community, specifically what programs they want to engage in; we hope to know the types of services *households* desire. Currently with AOD we can collect only about  $\frac{1}{3}$  of our residents' data because residents with PO boxes only are not included. Wendy Corcoran and Kurtis Kelly should work with Kaye Orten to learn more. Perrault is so far underwhelmed by AOD but will continue to monitor its usefulness. Walsh assured this data would be helpful to the Friends and Foundation.
  - Perrault will have the Makerspace policy ready in August and the staff handbook & volunteer handbook ready in June.
- Friends & Foundation – Russell

- Russell reported the Friends and Foundation's existing investment accounts are being transferred to a new one. A major review of their investment policy is underway.
- Walsh announced the great success of the Spring Book Sale and attributed it to the Duck Race happening the same weekend. Books, F&F memberships, and duck tickets were sold.

### **Action Items**

None.

### **Upcoming Trustee Meetings**

1. Board Study Session: Thursday, June 7, 6:30p
  - Review Director's Job Description. Orten will lead this session and will send materials for thought prior to the session.
2. Regular Board Meeting: Monday, June 18, 2018, 6:30p

### **Other Events**

- June 1, 2018: Gatherings summer edition to all District households
- Library Closures:
  - Saturday, May 26, 2018: Network Maintenance
  - Monday, May 28, 2018: Memorial Day

The meeting adjourned at 7:39 pm.

Minutes prepared by Jamie Murphy

Respectfully submitted,  
Bill Gerritz, Board Secretary

**[attachments]**

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

Resolutions from May 2, 2018

**(18-11)** Gerritz moved, and Ellis seconded a motion to accept the May Consent Agenda with the following corrections to the April Minutes: addition of Graham Russell's name and addition of signatures. 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  
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