

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

Monday, August 20, 2018 6:30 pm  
Estes Valley Library / Wasson Board Room

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Vice President Orten called the meeting to order at 6:30 pm on Monday, August 20, 2018 in the Wasson Board Room at the Estes Valley Library. The following were present:

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

**FRIENDS & FOUNDATION LIAISON:** Sarah Walsh

**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: June 18, 2018
2. Income & Expense reports: June 30, 2018 YTD

Hemphill moved and Coleman seconded a motion to accept the consent agenda. Ayes all. **(18-15)**

### **Action Items**

- Gov't Affairs – Orten
  - Appoint Trustee Nominating Task Force

Orten appointed Hemphill and Gerritz as Trustee Nominating Task Force.

Krueger expressed concern about whether or not a one month scouting period would be sufficient to hire two new trustees by January 1. Perrault believes one month will suffice. Trustee applications are now online forms and will immediately forward to Hemphill and Gerritz. In addition to informal recruitment efforts, an announcement will appear in the newspaper.

- Approve Library Director Job Description

Orten conveyed approval of the description, mentioning that while percentages were slightly adjusted the bulk remains the same. New measurable items include explicit statements about delegation, and creating a positive work environment for staff. Perrault explained that Employers Council suggested staff signature lines for each job description so these were added.

Krueger moved and Coleman seconded a motion to approve the Library Director Job Description. Ayes all. **(18-16)**

- Finance Committee – Krueger & Hemphill
  - Review process/timeline for 2019 budget planning

Krueger reported on the 2019 budget process:

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**August 25:** The library will receive the Larimer County Property 2019 tax estimates, after which the Finance Committee will prepare:

- an updated 10 year financial plan with an escalation of 2% on expenditures.
- a second version with a decrease income estimated for 2020 based on current forecasts of Gallagher Amendment effects

**October 4 Study Session:** The Finance Committee will present the 2 items above to the board.

**October 15 board meeting:** The library director will present a draft 2019 budget based on these and other critical information. The board is expected to give feedback on this draft version.

**November 1 Study Session:** First of two Public Budget Hearings

**November 19 board meeting:** Second of two Public Budget Hearings

**December 10 board meeting:** Final Budget submitted for board approval

Krueger updated on the Legislative Council Staff options regarding Gallagher Amendment:

The Interim Solutions Committee has received 8 possible solutions for local taxing districts regarding impacts from implementation of the Gallagher Amendment.

2019 Residential Assessment Rates will remain constant from 2018 at 7.20%. Any changes based on Gallagher or implementation of alternative solutions will impact 2020 and beyond.

Any election votes on TABOR adjustments including the Gallagher Amendment are only done on odd years, so November 2019 is the earliest. However indications are that we should know the legislature's proposal in April 2019.

Discussion:

Krueger reminded that with the last increase the library ensured the public we would not ask for more money for 10 years, and the 7.2% rate has come down from 20%. Perrault asked if one of the 8 options was an amendment; Krueger affirmed.

- Policy Committee - Coleman & Gerritz
  - Approve Collections Policy set:
    - Collection Development
    - Intellectual Freedom and the Request for Reconsideration
    - Purchasing Guidelines for Authors

Orten and Krueger expressed regard for the policy set's improved specificity and clear format.

Krueger moved and Ellis seconded a motion to approve the collections policy set. Ayes all. **(18-17)**

**Strategic Discussion & Reports**

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- Library Director – Perrault

Perrault reported that in alignment with Conflict Resolution Month in October, the 2018 One Book One Valley will be a special edition, and focus on community-level conflict resolution, which is something of a national movement. Perrault assured Walsh there will be minimal potential for controversy as the general forum is on techniques for hosting a community-wide dialogue will take place, and not specific issues (yet). Further, “enabling a greater sense of community” is Goal 3 of the library’s strategic plan. The Town, Restorative Justice and other partners are in agreement that the forum will focus on communication techniques and not local issues. The outcome sought is systematic, productive dialogues on difficult issues throughout the Estes Valley.

October Lineup:

1. book discussion at library: *Why won't you apologize?*
2. Program: *Tackling wicked problems - The New Public Participation*
3. Program: *Got Conflict? Welcome to the Human Race*- Presented by Restorative Justice
4. Program at Town Hall: Former State Senator Linda Newell: *Bi-partisan Politics*

In response to Hemphill’s question of whether or not these partnerships will continue after One Book One Valley 2018, Perrault enthusiastically affirmed. This is just the groundwork for larger dialogue and deliberation efforts. We are building capacity for the work ahead.

Perrault reported the reformatted Directors Report will return in September. We are moving towards a quarterly, rather than monthly staff report on strategic momentum.

- Friends & Foundation – Walsh

Walsh reported mixed results for the annual summer book sale despite a large public turnout. The sale raised \$17,850 compared to last year’s \$26,000, however F&F membership sales were slightly higher than last year.

Beginning in 2019, book sales will need to take place at another location; Walsh is writing a grant she hopes will pay for 100% of the cost to hold them at the Estes Valley Community Center, which is about 3 times more expensive than the Ridgeline Hotel.

A mini golf event will take place in the library in celebration of 100 years of golf in the Estes Valley. Walsh expects to receive 78% of event income from sponsors, with a goal of \$25,000 raised in total.

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In an ongoing effort to attract a younger donor base while instilling the importance of donating beyond tax dollars, the F&F will host a Friday night after hours event at the library.

The library will close at 5:00 pm on Thursday, September 20 for the annual membership meeting. This closure was approved by the Board of Trustees earlier this year.

**Upcoming Trustee Meetings**

- Board Study Session: Thursday, September 6, 2018, 6:30p
- Regular Board Meeting: Monday, September 17, 2018, 6:30p

**Other Events**

- August 27, 2p - Friends & Foundation Bi-Monthly Board meeting
- September 3 - Library Closed: Labor Day
- September 13- 15 - Colorado Association of Libraries: Annual conference: Loveland Embassy Suites
- September 20 - Library Friends & Foundation: Annual Meeting (5pm early closure)

The meeting adjourned at 7:34 pm.

Minutes prepared by Jamie Murphy

Respectfully submitted,  
Bill Gerritz, Board Secretary

**[attachments]**

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

Resolutions from Monday, August 20, 2018

Hemphill moved and Coleman seconded a motion to accept the consent agenda. Ayes all. **(18-15)**

Krueger moved and Coleman seconded a motion to approve the Library Director Job Description. Ayes all. **(18-16)**

Krueger moved and Ellis seconded a motion to approve the collections policy set. Ayes all. **(18-17)**

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

**Bill Gerritz, Secretary**  
Estes Valley Public Library District  
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