

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

Monday, November 19, 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, November 19, 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; David Hemphill, Beth Ellis, Anne Coleman

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

**STAFF:** Claudine Perrault, Jamie Murphy, Kieran Rowser

**GUESTS:** Keith Berndtson, Kay Weston

**Public Comments:**

Keith Berndtson offered the Board of Trustees three suggestions for how to get the most “bang for our buck” with the existing collection. First, stop throwing away books; the shelves are already half empty, and throwing away books while there is available shelf space is senseless. Second, increase the number of books patrons browse by installing signs to inform patrons that some books in the stacks are fairly new; this could prevent patrons from browsing only in the new section. Third, take an in-house survey of authors and subjects the public wants to read. The library does not know explicitly what the public wants to read and so is not purchasing the right materials; this could be the cause of our decreasing circulation numbers.

**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:
  - September 17, 2018 - corrected
  - October 15, 2018
2. Income & Expense report: October 2018 YTD
3. Study Session – 2019 Budget Hearing (1 of 2) November 1, 2018

Hemphill moved and Orten seconded a motion to accept the consent agenda. Ayes all. **(18-21)**

**Strategic Discussion & Reports**

- Gov’t Affairs – Bryson
  - 2019 Officer and Committee Appointments: Discussion

Bryson advised the board to begin considering implications of next year’s officers, who will begin at the first regular meeting in January. Bryson reminded that the president chairs the Government Affairs Committee, the treasurer chairs the Financial Committee, and the secretary chairs the Policy Committee. There are only two board members per committee.

Bryson thanked Ellis and Orten for their contribution on the Strategic Task Force to the new 3-5 Year Strategic Goals, and that it would be up to next year's leadership to decide if this should continue.

Bryson is currently the facilities liaison, and it should be decided next year if this should remain the president's role.

The MOU between the Board of Trustees and the Friends & Foundation requires the president or president's liaison to become an ex officio member of the Friends & Foundation. If Krueger is elected president, he will appoint a liaison because he cannot make the F&F meetings on Mondays.

- Finance Committee – Krueger
  - Gallagher amendment

There are at least 20 legislative initiatives posted on the Colorado General Assembly website for 2019-2020, all of which seem to include the full or partial repeal of TABOR - Gallagher Amendment 23 and/or repeal and replace Article X Section 20 (TABOR) with new language. Current status for all: "Pending review and Comment Hearing." More to come with the new legislative session.

The Finance Committee believes the library will not overspend by year-end, and that there will be no budget revision in December.

- Friends & Foundation – Russell

The bookstore project has caused consternation within the Friends & Foundation. Questions arose about non-profit tax issues in regard to income from the rental units. Discussion on the details of the bookstore project will occur with the full F&F board at a special meeting on December 3.

Walsh reminded Colorado Gives Day is the first week in December. The goal is \$15,000. The 2019 annual fundraising plan will be presented at the December 17 board meeting.

- Library Director – Perrault

Perrault comprised next year's Board of Trustee meeting schedule as it would fall according to the current pattern. Trustees should review their schedules as necessary. Any absences known in advance to be reported to the library director and president of the board.

Weston and Zornes, board members to begin in 2019, have both been approved by the Town and County boards.

Perrault reported our current model of planning F&F funded projects, and associated reimbursement procedures is under revision, with a new process in 2019.

- Currently we strive to ensure all funding is appropriately booked to satisfy our auditor. Staff have been asked to track to the penny for detailed reconciliation. This was a poor use of staff time (library and F&F). For years Perrault and Walsh

have contemplated Denver Public Library's model, where rather than detailed reconciled spreadsheets, donors receive a report on funding impact.

- The Friends & Foundation would like to see in advance the projects staff will do in the next 3 years so they can select projects appropriate to present to their donors. This occurred in July, and in October the Friends & Foundation approved \$200,000 for 2019. Perrault said after talking with the BoT Finance Committee she is now aware it is preferable to share this with the Board of Trustees *before* the Friends & Foundation's approval. Krueger said it may be better to reimburse twice a year, rather than just once each November. Walsh offered a tickler in late spring/early summer to review.

### Action Items

- Finance Committee – Krueger
  - **Approve a sole-source bid from Trane for 3 RTUs and controller system for \$133,904 to be installed in 2019.**

We were not able to find 3 bids as the current policy outlines. This project is necessary because the current HVAC system is "limping along" and these rooftop units (RTUs) are approaching end of life cycle, according to the maintenance contractor.

Rowser shared that US Communities is a free government-purchasing cooperative that does the work of finding bids. For items already listed in US Communities no RFP would be necessary. In the future staff plan to utilize US Communities. Krueger suggested moving forward with Trane.

Bryson asked about using the controllers we have in the server closet, installed with the original units. Rowser explained it is uncertain if they can properly manage the new units. Further, the new controllers will allow the TS/Facility Supervisor to adjust one particular zone as necessary; currently an area heated on the 2nd floor is tied to an area on the first floor. Additionally, the maintenance contractor will be able to pull up our system in real time to diagnose issues, offsite. Perrault added that with the purchase approval, we will inquire about a 5-year longer term payment plan.

Krueger moved and Orten seconded a motion to approve a sole-source bid from Trane for 3 RTUs and controller system for \$133,904 to be installed in 2019. Ayes all. **(18-22)**

- **2019 Budget Hearing: 2<sup>nd</sup> of 2**

Krueger called the hearing to order at 7:20.

Perrault explained that movement of personnel is not indicative of any new jobs or increased salaries, save for the 2% cost of living built into the budget for all positions.

Perrault shared that the new ILS review project and possible migration will be very impactful to staff.

In anticipation of the F&F bookstore, we've budgeted for a space planner to analyze uses for the entire building, not just the book sorting room. Orten asked if a teen space

will again be considered, perhaps in the administration office. Claudine said this is possible.

**PUBLIC COMMENT:**

Keith Berndtson wished to recap his earlier comment: First, stop throwing books away. Second, install signs instructing patrons to browse the stacks for fairly new titles instead of only browsing the new section. Third, survey the public for what they want to read in a zero cost way except for photocopying.

Perrault reviewed the Department of Local Affairs (DOLA) local government budgeting calendar: we can expect the final assessed valuation around November 25. If history is predictive any changes to the August estimate will be modest. Between now and the December 10 board meeting we will review the possible 5-year payment for the RTUs, rather than 1 year. Otherwise, no significant changes are expected between today's Hearing and final approval December 10.

Bryson pointed out that we are in good financial shape, considering the 2013 strategic plan saw us accessing the reserve in 2018, and it looks like we will not do so until 2020 at the earliest. Bryson is glad staff salaries have been able to be increased, although are still too modest.

The interest-free time frame from Trane will be discussed at the next meeting.

The hearing was adjourned at 7:36

Bryson reminded the board that a quorum is required at the December 6 Special meeting/Executive Session where the Director's performance will be reviewed. Perrault reminded the board members to send Kaye Orten their Director performance ratings.

Perrault reminded there are a significant number of policies to review at the December regular meeting.

**Upcoming Trustee Meetings**

- Board Study Session: Executive Session: Library Director Performance Review – December 6, 2018, 6:30p\*\*
- Regular Board Meeting – December 10, 2018, 6:30p (one week early)

**Other Events**

- Library CLOSED for Thanksgiving Holiday: November 22 & 23 (Thursday & Friday)
- Friends & Foundation Special Meeting: Monday, December 3, 2-4p
- Friends & Foundation Holiday Book Sale: December 7 & 8 (Friday & Saturday)

The meeting adjourned at 7:42 pm.

Minutes prepared by Jamie Murphy

Respectfully submitted,  
Bill Gerritz, Board Secretary

**[attachments]**

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

Resolutions from Monday, November 19, 2018

**(18-21)** Hemphill moved and Orten seconded a motion to accept the November consent agenda. Ayes all.

**(18-22)** Krueger moved and Orten seconded a motion to approve a sole-source bid from Trane for 3 RTUs and controller system for \$133,904 to be installed in 2019. Ayes all.

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

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**Bill Gerritz, Secretary**  
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