

Estes Valley Public Library District
BOARD OF TRUSTEES MEETING MINUTES

Monday, January 21, 2019, 6:30pm
Estes Valley Library / Wasson Board Room

Secretary Bill Gerritz called the meeting to order at 6:30 pm on Monday, January 21, 2019 in the Wasson Board Room at the Estes Valley Library. The following were present:

TRUSTEES: John Krueger; Bill Gerritz; David Hemphill; Beth Ellis, Ann Coleman, Kay Weston, Liz Zornes

FRIENDS & FOUNDATION LIAISON: F&F President Diane Shriver, Vice-President Ann Finley

STAFF: Claudine Perrault, Jamie Murphy

GUESTS: Keith Berndtson

Public Comments:

Regarding the 2019 budget, Keith Berndtson said there was a \$300,000 discrepancy from the first draft to final draft. Additionally, he was concerned that Adult Services was left out. Mr. Berndtson was informed that Adult Services no longer exists as a standalone department. Staff Action Item: Look into the discrepancy.

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: December 10, 2018
2. Income & Expense report: December 31, 2018 Year-To-Date

Hemphill moved and Krueger seconded a motion to accept the January consent agenda. Ayes all. **(19-01)**

Actio4ghw Items

- Gov't Affairs– Gerritz
 - Accept Trustee Appointments:
 - Kay Weston: January 1, 2019 - December 31, 2019
 - Liz Zornes: January 1, 2019 – December 31, 2021

Krueger moved and Coleman seconded a motion to approve Kay Weston for term January 1, 2019 - December 31, 2019 and Liz Zornes for term January 1, 2019 – December 31, 2021. Ayes all. **(19-02)**

- Elect Board Officers – call for nominations

Zornes nominated Krueger for Board President. There were no other nominations. Ayes all. **(19-03)**

Krueger took office immediately after election.

Krueger called for the election of the remaining Officers, nominating the following:

- Vice-President: Bill Gerritz; Secretary: Beth Ellis, and Treasurer: David Hemphill. There were no other nominations. Ayes all. **(19-04)**

Krueger then made Board Committee and Task Force assignments. These were:

- Government Affairs: President Krueger and Vice-President Gerritz
- Finance: Treasurer Hemphill and Kay Weston
- Policy: Secretary Ellis and Liz Zornes
- F&F Liaison: Vice-President Gerritz

- Approve Official posting location of Board meeting Notices: Library Lobby community bulletin board and Library website

Coleman moved and Ellis seconded a motion to approve the official posting locations of Board meeting notices: Lobby community bulletin board and Library website. Ayes all. **(19-05)**

Strategic Discussion & Reports

- Gov't Affairs - Krueger
 - Krueger would like to implement a new whistle blower policy, and offered a draft of one he worked on for another organization. Board Committee Action Item: Add Whistleblower policy to 2019 review list.
 - Krueger would like to implement board self evaluations. Trustee Action Item: Board members to find the evaluations on Boardshare and make suggested edits to the evaluation form before February study session.
 - Board members to report their upcoming absences from board meetings and study sessions at their earliest convenience. Add them to the shared calendar on Boardshare. Staff Action Item: Jamie
 - Murphy to have the calendar ready by February 1.

Krueger, Gerritz, and Perrault joined other Colorado libraries in writing a letter against HB19-1048 (Election of Library Trustees), proposed for Colorado library districts.

- Library Director – Perrault
 - 2019 trustee work plan

Perrault reviewed the 2019 trustee work plan. It is not written in concrete and consists of recurring items. The plan will soon be uploaded to Boardshare. Scheduling staff introductions at board meetings is a notable new item.

The library is in conversation with the Town of Estes Park regarding parking; paid parking will not happen in 2019; library volunteer parking spots are up for review.

Hemphill asked what the Finance Committee should bring to the board during the process of hiring a bookkeeper. Perrault affirmed that timeline targets and new contracts should be reported, while logistics and operations are left to Perrault.

- 2019 trustee meeting: www.estesvalleylibrary.org/about/board-meeting-dates/
- 2018: 4th Quarter Staff Report

Gerritz reiterated it is well written, but difficult to gauge what is good or bad without a reference. Perrault is working with staff on a statistical, year-to-date and year-to-year statistical format. She will present the 2019 first quarter report as a dashboard report.

Krueger asked what factors into the amount we pay for courier fees other than number of visits per week. *Staff Action Item:* Perrault will connect with Peggy Moore and report back.

Perrault confirmed that the art collection has been appraised for insurance value. There is difficult work ahead determining provenance as well as deciding what is kept and what is not.

Staff Action Item: Staff will upload to Boardshare the strategic objectives and projects spreadsheet.

- Friends & Foundation – Shriver

Shriver reported her new position as F&F President and Ann Finley's as Vice President. The board is searching for two new members.

The bookshop is slated to open April 1, 2019, with a ribbon cutting ceremony on April 9. Shriver is thrilled to be in partnership with Paula, owner of Macdonald Book Shop for programs and more. Used book prices are not finalized yet. One of the most significant improvements to current operations will be an scanning, electronic inventory system; software will be chosen in February.

Sarah Walsh will likely attend fewer Trustee board meetings; Shriver and/or Finley will attend.

Upcoming Trustee Meetings

1. Board Study Session: Thursday, February 7, 2019 – Review Library Standards
2. Regular Board Meeting: **Tuesday**, February 19, 2019

Other Events

- Thursday, January 24: Celebrate the People of RMNP! Potluck, 5 – 7p
- Monday, February 18: **Library CLOSED - President's Day**

Krueger advised board members to let him or Perrault know about additions to the agenda at least one week in advance, or to bring it up at the board meeting.

The meeting adjourned at 7:40pm.

Minutes prepared by Jamie Murphy

Respectfully submitted,
Beth Ellis, Board Secretary

[attachments]

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

Resolutions from January 21, 2019

(19-01) Hemphill moved and Krueger seconded a motion to accept the January consent agenda. Ayes all.

(19-02) Krueger moved and Coleman seconded a motion to approve Kay Weston for term January 1, 2019 - December 31, 2019 and Liz Zornes for term January 1, 2019 – December 31, 2021. Ayes all.

(19-03) Zornes nominated Krueger for Board President. There were no other nominations. Ayes all.

(19-04) Krueger called for the election of the remaining Officers, nominating the following: Vice-President: Bill Gerritz; Secretary: Beth Ellis, and Treasurer: David Hemphill. There were no other nominations. Ayes all.

(19-05) Coleman moved and Ellis seconded a motion to approve the official posting locations of Board meeting notices: Lobby community bulletin board and Library website. Ayes all.

John Krueger , President
Estes Valley Public Library District
Board of Trustees

Beth Ellis, Secretary
Estes Valley Public Library District
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