

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

Tuesday, February 19, 2018, 6:30pm  
Estes Valley Library / Wasson Board Room

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President Krueger called the meeting to order at 6:30 pm on Tuesday, February 19, 2019 in the Wasson Board Room at the Estes Valley Library. The following were present:

**TRUSTEES:** John Krueger, President; Bill Gerritz, Vice-President; David Hemphill, Treasurer; Beth Ellis, Secretary; Ann Coleman, Kay Weston, Liz Zornes.

**SUPPORT GROUP LIAISON:** Diane Shriver

**STAFF:** Claudine Perrault, Jamie Murphy, Mark Riffle, Joanna Stenland, Kurtis Kelly, Kieran Rowser

**GUESTS:** None

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: January 21, 2019
2. Income & Expense report: January 31, 2019 Year-To-Date
3. Study session: Colorado Library Standards, February 7, 2019

Zornes moved and Hemphill seconded a motion to accept the consent agenda.  
Ayes all. **(19-06)**

**Guest Presentation**

Staff presentation:

1. Meet the Library's Administration Team
2. Overview of BoardShare

Krueger asked board members to use the *suggest edit* tool instead of editing directly.

**Strategic Discussion & Reports**

- Gov't Affairs – Krueger
  - Trustee 2019 Work Plan review/revision
  - Board self-assessment updates

Ellis suggested changing the format to enable rating for each bullet rather than group of bullets, for example four ratings would be filled in under *Attendance* instead of one

rating. The group agreed with Ellis's suggestion. The document should be reformatted. Krueger reiterated he is not interested in a numerical rating system but rather a *did meet it vs. did not meet it* structure; the goal is to make board members aware of what is expected of them, and provide opportunity for helpful discussion around their board duties. Board action item: Board members to have their evaluations done by the November study session; in between the study session and November Board meeting, Krueger will schedule one on one appointments with each board member. Final evaluations due by the November board meeting.

Following two violations of the library's meeting room policy, Krueger asked board members to ensure they understand all library policies. First, in a newspaper article a community group expressed exclusion with regard to who could attend their meeting. Second, community members booked a library meeting room with the purpose of circulating a petition and soliciting signatures.

- Library Director – Perrault
  - Annual IGA/MOU & Contract review

Perrault provided an executive summary of existing IGAs and MOUs, explaining that most are short term, or setup for recurrence with a termination clause. As our program supervisor continues to form partnerships, the number of active IGAs and MOUs is expected to increase.

The FRII agreement (internet service) is one example of a more complicated agreement. We use Federal eRate to do the research for us to save us money, but we end up with very few choices and are never sure what what kind of hoops we'll have to jump through at renewal time. Staff action item: Report on potential new system.

- Annual Facility Maintenance

Mark Riffle reported 2019 projects include:

- elevator: \$2,888
- security: \$420
- fire: \$540
- proposed new HVAC service contract (\$11,395)

Funds allotted for building expenses include:

- ADA bathroom + space planning for old F&F room: &18,000
- 1st floor seating improvements: \$8,000

Replacement of 3 rooftop HVAC units: \$134,000

- library closure date TBD. Dates that would be least impactful to the public have been shared with the contractor.

Due but Deferred: trash enclosure maintenance and HVAC duct cleaning, as neither needs care at this time.

- 3-Year Strategic Projects: update and review

Perrault will have the first quarter report in spreadsheet and narrative form at the April meeting.

- Friends & Foundation – Shriver

The Friends and Foundation board has three openings. The annual membership is Friday, October 4; no need to close the library early. The bookstore is on schedule to open April 1 with a ribbon cutting on April 9.

### **Action Items**

- Finance Committee - Hemphill
  - 1) Trane HVAC unit replacement at a one time cost of \$85,665.00
  - 2) Trane Controller replacement at a one time cost of \$48,239.00
  - 3) Trane Service Agreement for 3-years at \$11,331.45 per year

Hemphill moved and Zornes seconded a motion to approve Trane HVAC unit replacement at a one time cost of \$85,665.00. Ayes all. **(19-07)**

Hemphill moved and Ellis seconded a motion to approve Trane controller replacement at a one time cost of \$48,239.00.

Weston asked why this contract only included warranty language in the fine print and not elsewhere like the first contract. Mark Riffle explained the only time it is noted in the written proposal is when an exception from the fine print is being made; in the first contract we are getting a longer warranty.

Ayes all. **(19-08)**

Hemphill moved and Coleman seconded a motion to approve Trane Service Agreement for 3 years at \$11,331.45 per year.

Weston asked why we need a service agreement if our units have warranties. Mark Riffle replied the service agreement covers visits by their team to evaluate the system including maintenance on new and old units. The service agreement also covers replacement of other (outside the units) components in system at no cost. Kieran Rowser said they've been quite responsive over the years. Riffle added while the service agreement indicates a January 4 start date, after we sign the date will become current.

Ayes all. **(19-09)**

Perrault reminded the library will continue to participate in discussions with the Center for Public Deliberation, working with facilitators to bring these conversations to Estes Park. Ellis cannot attend the next event and asked how we might get a process started for board discussion in June. Staff action item: Perrault will consider options and report back.

**Upcoming Trustee Meetings**

1. No Study Session for March
2. Regular Board Meeting: Monday, March 18, 2019, 6:30p

**Other Events**

Program: Tackling Wicked Problems *\*rescheduled\** Wednesday, February 20, 6p

The meeting adjourned at 7:53 pm.

Minutes prepared by Jamie Murphy

Respectfully submitted,  
Beth Ellis, Board Secretary

**[attachments]**

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

Resolutions from February 20, 2018

**(19-06)** Zornes moved and Hemphill seconded a motion to accept the February consent agenda. Ayes all.

**(19-07)** Hemphill moved and Zornes seconded a motion to approve Trane HVAC unit replacement at a one time cost of \$85,665.00. Ayes all.

**(19-08)** Hemphill moved and Ellis seconded a motion to approve Trane controller replacement at a one time cost of \$48,239.00. Ayes all.

**(19-09)** Hemphill moved and Coleman seconded a motion to approve Trane Service Agreement for 3 years at \$11,331.45 per year. Ayes all.

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**John Krueger, President**

Estes Valley Public Library District  
Board of Trustees

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**Beth Ellis, Secretary**

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