

Estes Valley Public Library District
BOARD OF TRUSTEES MEETING MINUTES

Monday, March 18, 2019, 6:30pm
Estes Valley Library / Wasson Board Room

President Krueger called the meeting to order at 6:30 pm on Monday, March 18, 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; Anne Coleman; Kay Weston; Liz Zornes

SUPPORT GROUP LIAISON: Diane Shriver, President; Ann Finley, Vice President

STAFF: Claudine Perrault, Jamie Murphy, Peggy Moore, Mark Riffle, Allison Cavis, Kathleen Kase

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: February 19, 2019*
2. *Income & Expense report: February 28, 2019 Year-To-Date*
3. *Income & Expense report: 2018 13th month year end*

Zornes moved and Gerritz seconded a motion to accept the consent agenda. Ayes all. **(19-10)**

Guest Presentation

Staff presentation – Meet the Library’s Technical Services Team

Strategic Discussion & Reports

Gov’t Affairs – Krueger

- Friends & Foundation Commitment document- Bill Gerritz

Gerritz shared a Friends and Foundation document describing activities of its Board members. He noted that its purposes were similar to those for our Board’s recently approved self-evaluation protocol. He commented our board members can support the Friends and Foundation in a number of ways.

Regarding Gallagher, Hemphill said the last few results have been underwhelming. Hemphill and Perrault encouraged all to stay tuned.

Library Director – Perrault

- Monthly Report
- Values Staff draft

Incorporating organizational values came about as part of the strategic staffing assessment and appraisal project. Staff input on what our values are will be integrated into the appraisal process, which the board will approve or disapprove.

Having worked a lot with performance appraisals, Gerritz supports this process; when values are recorded and available to reference, problems are diffused and discussion is facilitated.

Krueger would like to expand this beyond staff, for example to the Board of Trustees and library patrons. Perrault offered the best we can do is explicitly share our organizational values with the public, but we can't enforce them for anybody else. Making the organizational values well known is satisfactory to Krueger.

Friends & Foundation – Shriver

Events are planned throughout the bookstore grand opening on April 9, and the newspapers have been invited.

Duck race ducks are available for purchase; one duck purchased earns an individual Friends & Foundation membership. A flock of ducks purchased earns a library lover membership.

The Nominating Committee is still working to fill three board positions.

Action Items

- Circulation Policy Set Review/Approval

Gerritz moved and Hemphill seconded a motion to approve the Circulation Policy Set.

Fee Policy:

As mandated by state statute, basic library services are to remain free of charge; the fee policy now outlines the items outside the scope of basic library services for which we charge fees, for example occasional special programs.

The Lucky Day program is the only exception; \$1.00 per day is charged after the due date.

To avoid the necessity of board action every time a fee changes, fees that are integrated in various policies are being pulled out and compiled into a separate procedural document.

Moore assured Weston that the no fine policy will apply to ILL items, and that patrons agree to the costs for lost/damaged items before borrowing.

To Gerritz's question about the anticipation of pushback, Moore predicts some patrons will feel it is irresponsible of the library to eliminate fines even though the current \$5.00 fine for late items makes up only about .23% of revenue. The message we will formulate to the public will emphasize that we are removing barriers while being responsible stewards.

Weston asked if the no fine policy will be a disservice to those who have a book on hold, who might wait longer for late items. Perrault explained that the time frame between when an item is late and when the patron is contacted will be abbreviated; items are now considered late at 30 days, which Moore considers a benefit to the patron on hold. Moore is interested in creating a campaign that sends the friendly reminder, "it's your friends and neighbors who are waiting for these items!"

Amendment: Two overlooked lines to remove from the fee policy and put into a procedural document are:

1. lucky day: "A fee will be assessed to patron accounts for each day overdue."
2. Long Overdue, Lost or Damaged Item Replacement: "There will be a fee assessed to the patrons account to recoup the expense of the Collection agency, itself"

Gerritz moved and Coleman seconded a motion to amend the Fee Policy. Ayes all. **(19-11)**

Interlibrary Loan Policy

Operational language was removed from the ILL policy. **Amendment:** One overlooked line to remove from the ILL policy and put into a fee schedule:

1. Items not available in Colorado may be requested from out of state libraries for a fee.

Zornes moved and Hemphill seconded a motion to amend the Interlibrary Loan Policy Ayes all. **(19-12)**

Library Card: Account Eligibility Policy

The Library Card: Account Eligibility Policy has a new introduction with non-discrimination language. Equity is addressed ie House Calls patrons and Eagle Rock students may be given longer check out limits than other patrons. **Amendment:** One overlooked line to remove from the Library Card: Account Eligibility Policy and put into a fee schedule:

1. A Visitor card may be issued upon receipt of a refundable deposit and appropriate documentation.

The goal is for services, like meeting room bookings, Book-a-Librarian registration, and computer use, to be available with a library card. Riffle reported he is looking in depth at what the possibilities are for linking library services to library cards.

Weston moved and Zornes seconded a motion to amend the Library Card: Account Eligibility Policy. Ayes all. **(19-13)**

Loan Periods, Renewals, and Holds Policy

Digital collections were integrated into the Loan Periods, Renewals, and Holds Policy, and the opening paragraph is new. DVDs, including singles and sets, are now one category. Discovery Pack limits were changed from one per family to one per child per family. Perrault is interested in eventually putting all circulation items into one, all encompassing policy.

Krueger called for all those in favor of approving the 4 policy set as amended, with consideration of redesignating fees to a separate schedule. Ayes all. **(19-14)**

Perrault instructed Moore to be ready to promote and enforce *No Fines* by the end of June.

Upcoming Trustee Meetings

- Board Study Session: April 4, 2019, 6:30 pm - Annual Circulation report
- Regular Board Meeting: Monday, April 15, 2019, 6:30p

Other Events

- F&F Book Store - Stakeholder Open House: Monday March 18 1-4p
- F&F Book Store - Grand Opening: Tuesday April 9

The meeting adjourned at 7:42 pm.

Minutes prepared by Jamie Murphy

Respectfully submitted,
Beth Ellis, Board Secretary

[attachments]

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

Resolutions from March 18, 2019

(19-10) Zornes moved and Gerritz seconded a motion to accept the consent agenda. Ayes all.

(19-11) Gerritz moved and Coleman seconded a motion to amend the Fee Policy. Ayes all.

(19-12) Zornes moved and Hemphill seconded a motion to amend the Interlibrary Loan Policy Ayes all.

(19-13) Weston moved and Zornes seconded a motion to amend the Library Card: Account Eligibility Policy. Ayes all.

(19-14) Krueger called for all those in favor of approving the 4 policy set as amended, with consideration of redesignating fees to a separate schedule. 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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