

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

Monday, April 15, 2019, 6:30pm
Estes Valley Library / Wasson Board Room

President Krueger called the meeting to order at 6:31 pm on Monday, April 15, 2019 in the Wasson Board Room at the Estes Valley Library. The following were present:

TRUSTEES: John Krueger, President; Bill Gerritz, Vice-President; Kay Weston; Liz Zornes

SUPPORT GROUP LIAISON: Diane Shriver, President

STAFF: Claudine Perrault, Jamie Murphy, Melanie Kozlowski, Apelles Morales, Diana Laughlin, Gretel Bock, Cheryl Homan-Wendell

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: March 18, 2019
2. Income & Expense reports: March 31, 2019 YTD
3. April study session: Annual Collection Report

Zornes moved and Hemphill seconded a motion to accept the April consent agenda. Ayes all. **(19-15)**

Guest Presentation

Staff Presentation: Meet the Library's Program & Outreach Services Team

Strategic Discussion & Reports

- **Gov't Affairs – Krueger**

No report.

- **Finance Committee – Weston**
 - Gallagher update

The calculation has been reworked but has not been officially released. It appears the Residential Rate will be reduced by less than previously thought. There will be at least a two year reprieve.

- **Library Director Report – Perrault**
 - 1st Quarter 2019 report

NEW STRATEGIC DASHBOARD REPORT: The report reflects the library's overall strengths and weaknesses in addressing the strategic plan. It now includes some project level data relevant to key goals. For example Book-a-librarian appointments were added in order to capture the College Readiness sessions. Another example is House Call visits were added as part of our Lifelong Learning goal. Perrault reminded that not all decreases are bad, for example House Calls visits are down 50% because we have made workflow more efficient, eg: scheduling visits to deliver multiple books at once instead of visiting the same patron several times a week.

STORYTIME and YOUTH SERVICES

Salaried non-exempt staff are now asked to work within their paid 40 hours. This resulted in a decrease of outreach storytime sessions while in-house programs remained unchanged, so the dashboard report shows an overall decrease in storytime attendance. The report also shows a decrease in average attendance; this is because outreach is usually done at a school where an entire classroom is signed up for the session.

Weston asked if we could consider using volunteers for Storytime. Laughlin explained we prefer not because storytime delivery is a skill, with expertise in the intentional communication of movements, numbers, colors and more. Perrault added when storytime kits are launched, she expects delivery will be done by volunteers. The board members are passionate about the positive effect storytime kits could have by empowering parents to read more often to their children at home.

Krueger asked if holding fewer in-house sessions in order to hold more outreach sessions would be beneficial. Perrault said we want to continue with the current number of in-house sessions so children and parents are using the resources at the library.

CIRCULATION

As expected, checkout numbers at the Twig do not match drop off numbers. It is conceivable that the programming could utilize the Twig for unusual item checkouts, like jump ropes.

Weston asked Perrault for the nationwide percentage decrease in circulation. Last year it was 5%. STAFF ACTION: Perrault will report back with this year's number after the 2019 public library directors retreat.

Krueger does not think a comparison of last year's Q1 to this year's Q1 income is helpful except for operating expenses. Weston does think financials should be included in the dashboard report. Krueger suggested if we continue to include financials, we should also include an overview of materials purchased and programming that would answer whether or not we expended what we were supposed to expend for the year.

Gerritz saw that while the report showed 1 patron completed a citizenship course, it is really 5.

Krueger noticed a discrepancy in numbers for makerspace programs and suggested data be collected from the same place. **BOARD ACTION:** Perrault asked all board members to report what they were hoping to see that is currently not in the dashboard.

Perrault revisited the recent incident where an anti semitic comment was made during a community meeting at the library. The Gov't Affairs committee is exploring partnering with someone who can help ensure public meetings at the library are run appropriately.

Perrault mentioned she is also for the consideration of a library service to bring skilled volunteers into the community's 100+ nonprofit board meetings to help ensure parliamentary procedures are being well used.

- **Friends & Foundation – Shriver**

Shriver reported a successful book store opening that brought in \$400 in sales. The three apartments above the store will be occupied through 2020.

Regarding vacant board seats, progress is being made with a new treasurer and one new board member elected. Two spots remain vacant; please send suggestions to Shriver.

Action Items

- Gov't Affairs – Krueger
 - Approval to authorize **one-day closure** of library for HVAC replacement installation, Monday, May 6, 2019.

Zornes moved and Weston seconded a motion for Approval to authorize one-day closure of library for HVAC replacement installation, Monday, May 6, 2019. Ayes all. **(19-16)**

Upcoming Trustee Meetings

1. *No Study Session in May*
2. Regular Board Meeting: Monday, May 20, 2019, 6:30p

Other Events

- ADA Bathroom renovation, 2nd floor: week of April 22
- Friends & Foundation Board of Directors Meeting: Monday, April 22, 2-4p
- Staff Development (half-day): Tuesday, April 23 - Library opens 2p

The meeting adjourned at 8:04 pm.

Minutes prepared by Jamie Murphy

Respectfully submitted,
Beth Ellis, Board Secretary

[attachments]

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

Resolutions from April 15, 2019

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(19-16) Zornes moved and Weston seconded a motion for Approval to authorize one-day closure of library for HVAC replacement installation, Monday, May 6, 2019. Ayes all.

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

Beth Ellis, Board Secretary
Estes Valley Public Library District
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