

Estes Valley Public Library District
BOARD OF TRUSTEES MEETING MINUTES

Monday, June 17, 2019, 6:30pm
Estes Valley Library / Wasson Board Room

President Krueger called the meeting to order at 6:30 pm on Monday, June 17, 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: Jamie Murphy, Kieran Rowser

GUESTS: Keith Berndtson, citizen; Chris Parker, Hinkle & Co. Auditor

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: May 20, 2019
2. Income & Expense report: May 31, 2019 YTD

Zornes moved and Gerritz seconded a motion to accept the consent agenda. Ayes all. **(19-18)**

Guest Presentation

Audited Library Financial Report – Chris Parker, Auditor Hinkle & Co., PC

Mr. Parker found the Library's risk to be low, and found no material weaknesses or significant deficiencies.

Strategic Discussion & Reports

- Gov't Affairs – Krueger
 - Update on Gallagher: Senate Bill 19-255

If 19-255 is passed, the adjustment of the residential assessment rate will be reset and reduced to 7.15% from the current 7.2%. This is still pending. Hemphill says there is quite a bit of conflicting language between Gallagher and TABOR, and that would certainly be cleared up if the Bill passes. Gerritz asked if we could say the increased valuation would still increase income for the library next year? Krueger replied, probably.

- Finance Committee – Hemphill
 - Gallagher impact on 10-year Financial Plan

Hemphill facilitated a brief update and discussion on the 10-year plan. The library's outlook is good until 2026.

Shriver invited Bob Dickeson to facilitate a board retreat. By October 2019 the Friends & Foundation will have a better idea of their contribution moving forward. Shriver is confident that \$200,000 will be available this November as planned, and Krueger suggests moving forward with the \$200,000 as planned unless we hear otherwise.

- Library Director – Rowser

Rowser reported the expense for the new local courier is very low, and everyone is happy with the decision to implement this service. The Town's parking project will include removal of Library volunteer spots and 15 minute spots, and a reduction in designated library patron spots. Town and library employees will share five Reserved spots that have no time limit. All public spots will have either a 1-hour or 3-hour limit and are free this year. Proposed plan is to require payment in the near future. Krueger encourages the board to send feedback to appropriate town staff.

Perrault and Krueger will be stationed at the library booth at the farmers' market on July 18. The Friends & Foundation will continue selling books at their booth, and this year will sell tote bags and t-shirts.

There are twelve applicants for the library bookkeeper position. The board finance committee (Weston and Hemphill) has offered Perrault their help and involvement in the process. Hemphill stated that a software decision has not been made, and that per Perrault the final decision will be made once the new bookkeeper is hired so as to get their input.

Depending on the skill set of the new hire, we may transition from outsourcing payroll with Paychex to using an in-house system. The finance committee agrees that this transition should only be considered if the new employee has skill and experience handling payroll.

Krueger reminded that a policy will be needed to inform about the separation of responsibilities when the town no longer acts as our accountant; without the town we will have only the board and the new bookkeeper's tracking the financials. Also a whistleblower policy is expected by the end of 2019.

Rowser reported all the new HVAC controls are now installed. Punch list is under review.

- Friends & Foundation – Shriver

The bookshop is making good profit, and 1,000 volunteer hours were logged in one month. April through end of year profit will inform much regarding the Friends & Foundation's annual contribution.

Action Items

- Finance Committee – David Hemphill
 - Accept 2018 Audited Financial Report

Hemphill moved and Weston seconded a motion to accept the 2018 Audited Financial Report as presented by Chris Parker. Ayes all. **(19-19)**

- Policy Committee - Liz Zornes
 - Approve Patron Policy set
 - Safe Child
 - Behavior

Zornes moved and Coleman seconded a motion to approve both the Safe Child and Behavior policies of the Patron Policy set. Ayes all. **(19-20)**

Upcoming Trustee Meetings *(there are no July meetings)*

- Board Study Session: Thursday, August 1, 2019, 6:30p
 - Financial risks of housing and CPI on staff retention and attraction
- Regular Board Meeting: Monday, August 19, 2019, 6:30p

Other Events

- Friends & Foundation Board meeting: Monday, June 24, 2-4p
- **Library Closed**: Independence Day - Thursday, July 4, 2019

The meeting adjourned at 7:14 pm.

Minutes prepared by Jamie Murphy

Respectfully submitted,
Beth Ellis, Board Secretary

[attachments]

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

Resolutions from June 17, 2019

(19-18) Zornes moved and Gerritz seconded a motion to accept the June consent agenda. Ayes all.

(19-19) Hemphill moved and Weston seconded a motion to accept the 2018 Audited Financial Report as presented by Chris Parker. Ayes all.

(19-20) Zornes moved and Coleman seconded a motion to approve both the Safe Child and Behavior policies of the Patron Policy set. Ayes all.

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

Beth Ellis, Vice Board Secretary
Estes Valley Public Library District
Board of Trustees