

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

Monday, August 19, 2019, 6:30pm  
Estes Valley Library / Wasson Board Room

**Call to Order / Welcome – John Krueger, President**

President Krueger called the meeting to order at 6:30 pm on Monday, August 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

**FRIENDS & FOUNDATION LIAISON:** Diane Shriver, President

**STAFF:** Diana Laughlin, Claudine Perrault, Joanna Stensland

**GUESTS:** Keith Berndtson

**Consent Agenda**

1. Board of Trustees meeting Minutes: June 17, 2019
2. Income & Expense reports: June & July, 2019 YTD
3. August 1 study session \*

**Hemphill moved and Zornes seconded a motion to accept the consent agenda. Ayes all. (19-21)**

**Strategic Discussion & Reports**

- Gov't Affairs – Krueger & Gerritz
  - o Follow up on Housing discussion

There was some discussion on whether and how the Board should carry out further investigation around the issue of providing housing assistance to staff. There was a general consensus among Trustees to go forward with researching this question, beginning with collection of evidence on staff housing vulnerability.

**BOARD ACTION:** Policy Committee will work with Perrault to initiate research on the need and feasibility of providing housing assistance to staff.

- Finance Committee – Hemphill & Weston
  - o Review process/timeline for 2019 budget planning

Hemphill reviewed the budget preparation timeline. He brought up the need for a mirror set of books. Hemphill suggested that an additional statement on ensuring oversight needs to be added to the Financial Policy.

- Library Director – Perrault

The Board reviewed and discussed the 2nd Qtr Report and Dashboard. Areas of discussion from the 2nd Quarter Report were the numbers of the summer reading

program; the impact of the ELL Outreach Program; Book Club Support and the changes in parking zones at the Library. Also noted was the date of the One Book One Valley Unveiling Party which will be November 8th from 4:30pm to 6:30pm at the Cliffhanger bookstore.

Perrault explained the Strategic Plan Quarterly Dashboard document. Krueger asked for more information at a future meeting on how many staff bookings made up the meeting room statistics.

- Friends & Foundation – Shriver

Friends & Foundation Board President Diane Shriver gave an update of Friends & Foundation activities and status.

### **Action Items**

- Gov't Affairs – Krueger
  - o Appoint Trustee Nominating task force – Gerritz & Zornes

**Krueger moved and Ellis seconded a motion to appoint a Trustee Nominating Task Force made up of Gerritz and Zornes. Ayes all. (19-22)**

Gerritz asked Trustees to let him know if they could not continue with their term.

- o Request for early closure: Thursday, November 14

The Director requested early closing on November 14th, 2019 to accommodate a visiting author event.

**Zornes moved and Ellis seconded a motion to approve early closure on November 14th. Ayes all. (19-23)**

- Policy Committee – Ellis & Zornes
  - o Approve revised Patron Account Eligibility Policy

A line stating that a Library card is required for check-out was inadvertently deleted from the Policy and needs to be added back in.

**Ellis moved and Zornes seconded a motion to approve the revision to the Patron Account Eligibility Policy. Ayes all. (19-24)**

### **Upcoming Trustee Meetings**

- No study session is scheduled for September.
- Regular Board Meeting: Monday, September 16, 2019, 6:30p

Krueger asked the Board if there was interest in a tutorial and a Q&A on audits.

BOARD ACTION: A presentation on audits by Hemphill will be added to the agenda of an upcoming board meeting.

**Other Events**

- Friends & Foundation board meeting: August 26. Gerritz will attend.
- September 2 - Library Closed: Labor Day
- September 19-21 - Colorado Association of Libraries Annual conference: Loveland Embassy Suites.

There are 2 full days of Trustee-track presentations at the annual CAL conference. Krueger encouraged Trustees to attend. A final roster of attendees (staff and trustees) will be sent out. Krueger will be giving two presentations.

**Adjourn**

The meeting was adjourned at 7:59 pm.

Minutes prepared by Joanna Stensland.

Respectfully submitted,  
Beth Ellis, Board Secretary

**[attachments]**

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

Resolutions from August 19, 2019

Hemphill moved and Zornes seconded a motion to accept the August consent agenda. Ayes all. **(19-21)**

Krueger moved and Ellis seconded a motion to appoint a Trustee Nominating Task Force made up of Gerritz and Zornes. Ayes all. **(19-22)**

Zornes moved and Ellis seconded a motion to approve early closure on November 14th. Ayes all. **(19-23)**

Ellis moved and Zornes seconded a motion to approve the revision to the Patron Account Eligibility Policy. Ayes all. **(19-24)**

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**John Krueger, President**

Estes Valley Public Library District  
Board of Trustees

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**Beth Ellis, Board Secretary**

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