

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

Monday, September 16, 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, September 16, 2019 in the Wasson Board Room at the Estes Valley Library. The following were present:

**TRUSTEES:** John Krueger, President; David Hemphill, Treasurer; Ann Coleman; Kay Weston; Liz Zornes

**ABSENT Excused:** *Beth Ellis, Secretary; Bill Gerritz, Vice-President*

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

**GUESTS:** Keith Berndtson

There were no public comments.

**Consent Agenda**

1. Board of Trustees meeting Minutes: August 19, 2019
2. Income & Expense reports: August 2019 YTD

**Zornes moved and Coleman seconded a motion to accept the consent agenda, Income & Expense report removed for further review. Ayes all. (19-25)**

**Guest Presentation**

- Review of Library District Insurance: Shelley Doggett and Nancy Tulley, Arthur J Gallagher Risk Management Services

Ms. Doggett reviewed details of the Library's insurance coverage and suggested updates to some of the policies.

There was some discussion around the appraised value of the Library property. The Library Director will arrange for a professional builder's assessment of the value per square foot.

**Strategic Discussion and Reports**

- Gov't Affairs – Krueger
  - Appraisals: Director and Trustee Performance appraisals

Krueger requested Board Action:

- All trustee self evaluations by the November study session
- Director appraisals received from all trustees by the November regular Board meeting

- Finance Committee - Hemphill

Board Action: The Finance Committee will verify information on the Income & Expense report before presenting it for approval at the next Board meeting.

Hemphill reported that in 2020 the Library is expected to receive 15% higher tax revenue.

- Unbudgeted expenses

There has been a slight error in 2019 401k deductions and \$5,000 might be owed. The Finance Committee stated we can absorb this discrepancy in its own budget.

The Finance Committee recommends the higher bid for LED lighting replacement. More discussion to take place under Action Points.

Cindy Seckman, Library bookkeeper, has done thorough research on accounting software and will present her 3 recommendations to the Finance Committee.

- Library Director – Perrault

There was some discussion of the new 'Fireside Theater' idea outlined in the report. Krueger encouraged extra efforts to be made in communicating this space use change with the public.

There was also some discussion of the Kindness Diaries Project. This will likely happen in February.

- Friends & Foundation – Shriver

No Friends & Foundation board members were present but Perrault updated the Board on the recent Friends & Foundation strategic planning retreat.

### **Action Items**

- Nominating Task Force –Gerritz & Zornes
  - Approve Task Force recommendation for Kay Weston and John Krueger for trustee terms beginning 2020. Zornes took the chair for this action point and reported there had been no resignations. **Zornes moved and Hemphill seconded the recommendation to renew trustee terms for Kay Weston and John Krueger from January 2020 – December 2023. All ayes. (19-26)**

Perrault will submit the Board's recommendation to the Town and to the County.

- Policy Committee – Whistleblower Policy
  - Three minor edits were suggested on the Whistleblower Complaint Form. **Zornes moved and Coleman seconded a motion to approve the Whistleblower Policy as amended. Ayes all. (19-27)**

- Approve installation of LED Lighting with Rebate by FPC Energy, not to exceed \$11,000
  - Mark Riffle, Technical Services Supervisor, answered questions regarding the two LED lighting replacement quotes, one from FPC Energy and the other from EPP.

Weston proposed an alternative motion to approve the installation of LED Lighting with EPP, not to exceed \$17,500. **Weston moved to approve the installation of LED Lighting with EPP, not to exceed \$17,500. Zornes seconded. Ayes all. (19-28)**

- Approve purchase of new Accounting Software
  - **Hemphill moved and Weston seconded a motion to approve the purchase of a new accounting software not to exceed \$17,000 for initial set-up and first year license based on staff recommendation with concurrence of the finance committee. Ayes all. (19-29).**

*Board Action:* By mid October the Finance Committee will submit to the Policy Committee recommendations for Finance Policy language changes.

### **Upcoming Trustee Meetings**

- Board Study Session: Thursday, October 3, 2019, 6:30p  
The session will include a presentation by the Finance Committee of the 10-year fiscal plan, a discussion on audits and a presentation on the draft 2020 budget.
- Regular Board Meeting: Monday, October 21, 2019, 6:30p

### **Other Events**

- September 19-21 - Colorado Association of Libraries Annual conference: Loveland
- September 18-21 - Western Literature Association Conference: YMCA Rockies  
This is in partnership with the Library. People can register on the Library's calendar.
- Today through September 30 - Eagle Rock Library closed.
- October 14 - **Library closure** - Staff Development (and Columbus) Day

Krueger reminded the trustees of the F&F Membership Meeting on October 4th.

### **Adjourn**

The meeting was adjourned at 8:15 pm.

Minutes prepared by Joanna Stensland.

Respectfully submitted,  
Beth Ellis, Board Secretary

**[attachments]**

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

September 16, 2019

Zornes moved and Coleman seconded a motion to accept the September consent agenda, Income & Expense report removed for further review. Ayes all. **(19-25)**

Zornes moved and Hemphill seconded the recommendation to renew the trustee terms for Kay Weston and John Krueger from January 2020 through December 2023. All ayes. **(19-26)**

Zornes moved and Coleman seconded a motion to approve the Whistleblower Policy as amended. Ayes all. **(19-27)**

Weston moved and Zornes seconded a motion to approve the installation of LED Lighting with EPP, not to exceed \$17,500. Ayes all. **(19-28)**

Hemphill moved and Weston seconded a motion to approve the purchase of a new accounting software not to exceed \$17,000 for initial set-up and first year license based on staff recommendation with concurrence of the finance committee. Ayes all. **(19-29)**

---

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

---

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