

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

Monday, October 21, 2019, 6:30p  
Estes Valley Library / Wasson Board Room

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

The Board President, John Krueger, called the meeting to order at 6:30pm on Monday October 21, 2019. The following were present:

**TRUSTEES:** John Krueger, President; Bill Gerritz, Vice-President; Beth Ellis, Secretary; David Hemphill, Treasurer; Kay Weston; Liz Zornes  
**ABSENT WITH APOLOGIES:** Ann Coleman

**STAFF:** Claudine Perrault, Kieran Rowser, Cindy Seckman, Joanna Stensland

**GUESTS:** Keith Berndtson

Public Comments: A public comment was made concerning last meeting's report of the future use of the fireplace area for Library programs.

The President introduced new bookkeeper Cindy Seckman to the Board.

**Consent Agenda**

1. Board of Trustees meeting Minutes: September 16, 2019
2. Income & Expense reports: August and September YTD 2019
3. Study session - 10-Year rolling financial plan review: October 3, 2019

**Hemphill moved and Ellis seconded a motion to accept the October Consent Agenda.** The August Expense Report had been pulled at the last meeting due to what appeared to be an error, but after examination it was found that the numbers were accurate. **Ayes all. (19-30)**

**Strategic Discussion & Reports**

- Gov't Affairs – Krueger
  - Kay Weston & John Krueger have been approved by the County Commissioners and Town Board for a 4-year term starting January 2020.
  - Trustee and Library Director self-evaluations are due to the Board President in November delivered to Krueger either hardcopy or electronically.
  - Staff Development Day: Krueger gave a brief report of his time at the recent Staff Development Day where employees went through the StrengthsFinder assessment. Krueger expressed to staff the Board's appreciation for their work. He solicited opinions from trustees as to the value of trustees taking the StrengthsFinder assessment. It was agreed to set this aside for the time being.

- Krueger inquired about the revision process to the Finance Policy. These changes are in the review process with the Finance Committee. Once complete, the Committee will forward their draft recommendation to the Policy committee, who will present the final proposal to the Board of Trustees. The Finance Committee will also make a motion for any adjustments that need to be made to the 2019 budget.
- Library Director – Perrault
  - Different aspects of the Quarterly Report were highlighted. The Board reminded the Director to add any ADA needs to the 2020 budget.
  - Performance evaluation format - review  
Krueger suggested that if Trustees wanted to add a ranking level to strategic goals, this can be done in the comment section.
  - Housing Survey showed there is not as much vulnerability as previously thought. Perrault recommended no addition to the budget for 2020. Perrault will have the remaining housing tasks assigned by the board.
  - ILS: There is a line for the ILS software in the 2020 budget.
  - Macmillan eBook Embargo: Perrault shared as information for the Board that Macmillan has placed an embargo on purchasing of Macmillan digital titles by libraries.
- Friends & Foundation – Gerritz, Ex-Officio  
Gerritz updated the Board of Trustees on the recently developed new strategic plan of the F&F.

#### Action Items

- Policy Committee – (Non-Library) Free Speech Policy set
  - Distribution of Material & Solicitation; Exhibit & Display; and Petition, Campaign & Electioneering policies. **Ellis moved and Zornes seconded a motion to accept the Free Speech policy set.** This was mostly a review with little change. **Ayes all. (19-31)**
- Finance Committee - Hemphill and Weston
  - Accept Official 2020 Proposed Budget  
**Hemphill moved and Gerritz seconded a motion to accept the 2020 proposed budget.** Perrault will investigate why the carpet is noted in two locations and will check on the fine revenue amount. **Ayes all. (19-32)**

Board members were asked to send any further comments to Claudine.

- Publish Notice of Budget.

**Zornes moved and Ellis seconded a motion to publish notice of the budget. Ayes all. (19-33)** Notice will be sent to both newspapers, and a copy posted on the library website.

#### **Upcoming Trustee Meetings**

- Study Session: 2020 Budget Public Hearing 1 - Thursday, November 7, 6:30p  
Zornes will be absent due to a conflict in scheduling.
- Regular Meeting: 2020 Budget Public Hearing 2 - Monday, November 18, 6:30p

#### **Other Events**

- Monday, November 4, 2pm Library Friends & Foundation Board Meeting.  
Gerritz will attend and represent the Board of Trustees.
- Friday, November 8, 4:30pm Cliffhanger Books - One Book One Valley unveiling party

#### **Adjourn**

The President adjourned the meeting at 7:58 pm.

*Minutes prepared by Joanna Stensland.*

Respectfully submitted,

Beth Ellis, Secretary

**[attachments]**

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October 21, 2019

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Ayes all. **(19-30)**

Ellis moved and Zornes seconded a motion to accept the Free Speech policy set. Ayes  
all. **(19-31)**

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

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