

Estes Valley Public Library District
BOARD OF TRUSTEES MEETING MINUTES

Monday, November 18, 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 November 18, 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

SUPPORT GROUP LIAISON: Diane Shriver

STAFF: Claudine Perrault, Cindy Seckman, Joanna Stensland

GUESTS: Keith Berndtson, Ann Finley

Public Comments: Keith Berndtson suggested that the Library spend more of their budget on adult fiction and non-fiction print books.

Consent Agenda

1. Board of Trustees meeting Minutes: October 21, 2019
2. Income & Expense report: October 2019 YTD
3. Study Session – 2020 Budget Hearing (1 of 2) November 7, 2019

Hemphill moved and Weston seconded a motion to accept the November Consent Agenda. One edit was made to the October minutes: the date that the Friends & Foundation met was changed to Friday November 4th. **Ayes all. (19-34)**

Strategic Discussion & Reports

- Gov't Affairs – Krueger
 - Evaluation process; revised
Paper copies of Perrault's appraisal responses will be available at the December Executive Session. Copies can be made earlier on request. Trustee submissions on the Director appraisal are due by November 21st. The appraisal format will be reviewed for next year.

Krueger reminded Trustees to send in their self-evaluations. During the first two weeks in January, Trustees will meet with the President and Director to discuss and develop continuing education plans.

- 2020 Officer and Committee Appointments: Discussion
Discussion of Election of officers will take place at the December Board meeting.

Coleman has noted that due to her changed circumstances, she may not be continuing on the Board and will have a decision by January. Krueger asked for possible nominee recommendations.

- 2020 Proposed Board Meeting Schedule
June 22nd was added as a Friends & Foundation Board Meeting date and October 2nd as the date for the annual membership meeting.
Krueger asked that trustees communicate ideas for study session topics and for topics that might be beneficial at the next CALCON.

- Friends & Foundation – Shriver
Shriver reported that the Friends & Foundation gave \$236,000 to the Library in 2019. The Trustees thanked the Friends & Foundation. Perrault thanked the Foundation for hosting the One Book One Valley Unveiling Party. On Colorado Gives Day, December 10th, all gifts go entirely to the organization without any admin expenses taken out.
- Library Director – Perrault
Perrault highlighted aspects of the November Report and the Strategic Dashboard. House Calls will be surveying their patrons to gauge the level program value and effectiveness. Community meeting room bookings have declined, and staff proposes this is due to the growth in library programs interfering with monthly standing meetings for community groups. STAFF ACTION: Per board direction, community groups will be surveyed in regards to the need for meeting rooms.

Action Items

- Policy Committee - Ellis & Zornes
 - Approve Updated Financial Management Policies.
Zornes moved and Ellis seconded a motion to accept the updated Financial Management Policy set. Trustees reviewed the edits. **Ayes all (19-35)**
- Finance Committee – Hemphill & Weston
 - Supplemental Budget Appropriation for the 2019 Budget for \$17,500 for the Lighting LED Retrofit Project
Hemphill moved and Zornes seconded a motion to approve the supplemental budget appropriation. Ayes all (19-36)
 - 2020 Budget Hearing: 2nd of 2
Hemphill called to order the 2nd 2020 Public Budget Hearing. Perrault outlined the changes in version 3 of the draft budget. Perrault and Hemphill applauded Cindy Seckman for the work she has done both on the budget and to bring accounting in-house. Final budget approval is on the agenda for the Board of Trustees meeting on Monday December 9th at 6:30pm

Public comments: Keith Berndtson recommended keeping books in the collection longer and installing more shelves. Mr. Berndtson also suggested surveying the public on what to buy.

The 2nd 2020 Budget Hearing closed at 7:47pm.

Upcoming Trustee Meetings

- Board Executive Session: C.R.S. §24-6-402(4)(f). **Personnel Matter:** Library Director Claudine Perrault Performance and Contract review – December 5, 6:30p
- Regular Board Meeting – December 9, 2019, 6:30p (one week early). This meeting's agenda will include budget approval and election of officers.

Other Events

- Library CLOSED for Thanksgiving Holiday: November 28 & 29 (Thursday & Friday)
- Colorado Gives Day, December 10th
- Friends & Foundation Board Meeting December 16th

Adjourn

The President adjourned the meeting at 7:50 pm.

Minutes prepared by Joanna Stensland.

Respectfully submitted,

Beth Ellis, Secretary

[attachments]

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

Resolutions from November 18, 2019

Hemphill moved and Weston seconded a motion to accept the November Consent Agenda. Ayes all. **(19-34)**

Zornes moved and Ellis seconded a motion to accept the updated Financial Management Policy set. Ayes all **(19-35)**

Hemphill moved and Zornes seconded a motion to approve the supplemental budget appropriation for the 2019 Budget for \$17,500 for the Lighting LED Retrofit Project. Ayes all **(19-36)**

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

Beth Ellis, Board Secretary
Estes Valley Public Library District
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