

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

Monday April 20, 2020, 6:30pm  
Estes Valley Library / Virtual Meeting via Zoom

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

The Board President, John Krueger, called the meeting to order at 6:30pm on Monday April 20, 2020. The following were present:

**TRUSTEES:** John Krueger, President; Liz Zornes, Vice-President; Bill Gerritz, Secretary; David Hemphill, Treasurer; Beth Ellis, Kay Weston.

**ABSENT:** Ann Coleman

**FRIENDS & FOUNDATION LIAISON:** Ann Finley

**STAFF:** Kurtis Kelly; Melanie Kozlowski; Peggy Moore; Claudine Perrault; Mark Riffle; Cindy Seckman; Joanna Stensland

Public Comments: None

**Consent Agenda**

1. Board of Trustees meeting Minutes: February 18, 2020
2. Income & Expense report: February 29 & March 31, 2020 YTD
3. Income & Expense report: 2019 13th month - Final
4. April study session - Annual Collection Report

**Zornes moved and Gerritz seconded a motion to accept the April Consent Agenda. No edits. Ayes all. (20-06)**

**Strategic Discussion & Reports**

- Gov't Affairs - Krueger
  - Update on CALCON Trustees Track  
Trustee specific talks will be on Friday of the conference. The decision is yet to be made if the conference will be live or virtual.
- Library Director – Perrault
  - 1st Qtr 2020 Strategic Report  
Perrault presented the Quarterly Report and Dashboard. Gerritz praised the staff for their effort & creativity during the crisis. Suggestions were made on better tracking statistics for the Library 3D printed face shields and the AARP appointments.  
STAFF ACTION: In a future communication with the public, Kurtis Kelly, Communications Specialist to acknowledge public interest and a process for making donations towards printing the face shields.  
STAFF ACTION: AARP figures will be given their own separate line on the Dashboard.

Perrault thanked the Board for the support given to staff which is noticed, felt and appreciated.

- o COVID-19 Actions Update
  - FFCRA (Families First Coronavirus Response Act)  
The Admin Team is informing staff of their rights under the FFCRA and is working closely with Employers Council to make sure there is clarity on procedures as we move towards Phase 2. Perrault highlighted new provisions that grant paid leave to employees who have to stay home with school-aged children due to COVID-19.
  - Tactical plan for appropriate phased re-opening  
Perrault reported that, in preparation for Phase 2, the staff was working with the Town of Estes Park, intergovernmental managers, Larimer County Library Directors and other libraries in the state to determine best practices. Supervisors are working with their counterparts too.
- Finance Committee - Hemphill
  - o 2019 13th month Income & Expense - final  
Hemphill reported on the 13th month financial report. This will be discussed further at the May study session. Income was slightly over budget and expenses were slightly under budget.
  - o Potential income issues due to COVID-19 and discussion of possible scenarios  
STAFF ACTION: In order to predict what impact the COVID-19 crisis might have on Library financial operations in 2021, Perrault will propose three scenarios: a best case, worst case, and most likely case and present to the Board, after property tax information comes in at the end of August, but before we submit our official budget draft in October.

There was discussion on postponing capital expenditures and in particular the ILS contract.

STAFF ACTION: Perrault will discuss the ILS expense further with the Finance Committee and will be in communication with the School District and Eagle Rock School about the potential impact of continuing or postponing the ILS contract for the planned unified catalog migration, scheduled later this year.

- Friends & Foundation - Finley  
Ann Finley, Friends & Foundation President, reported on the status of their activities. Cliffhanger Used Books is currently closed, and will restart operations in sync with the Library. They're optimistic about on-line sales and a strong summer at the bookstore.

They will give an update in June per the MOU, of any developments in funding changes, positive or negative, for the library regarding the remainder of this fiscal year.

### **Action Items**

1. Acknowledgement of Phases 1 and 2 for re-opening  
**Gerritz moved and Ellis seconded the acknowledgement of receipt of the Library Phase 2 Library reopening plan, as revised. Ayes all. (20-07)**  
STAFF ACTION: The staff will make final decisions on Phase operations in cooperation with The Town of Estes Park, Larimer County Health and neighboring public libraries.

### **Upcoming Trustee Meetings** (Zoom until further notice)

- Board Study Session: Public Finances for Trustees; role of Trustee in review of Audited Financial Statement - Hemphill. Thursday, May 7, 2020 at 6:30pm
- Regular Board Meeting: Monday, May 18, 2020, 6:30 pm (Wasson Room - TBA)

### **Adjourn**

The President adjourned the meeting at 7:44 pm.

*Minutes prepared by Joanna Stensland*

Respectfully submitted,  
Bill Gerritz, Secretary

**[attachments]**

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

Resolutions from April 20, 2020

Zornes moved and Gerritz seconded a motion to accept the April Consent Agenda. Ayes all.  
**(20-06)**

Gerritz moved and Ellis seconded the acknowledgement of receipt of the Library Phase 2  
Library reopening plan, as revised. Ayes all. **(20-07)**

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

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**Bill Gerritz, Board Secretary**  
Estes Valley Public Library District  
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