

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

Monday, May 18, 2020 at 6:30pm

Estes Valley Library / Virtual Zoom Room / Live Streaming on YouTube

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

The Board President, John Krueger, called the meeting to order at 6:32pm on Monday May 18, 2020. The following were present:

**TRUSTEES:** John Krueger, President; David Hemphill, Treasurer; Bill Gerritz, Secretary; Kay Weston

**ABSENT:** Liz Zornes, Vice-President; Ann Coleman; Beth Ellis

**FRIENDS & FOUNDATION LIAISON:** Ann Finley

**STAFF:** Claudine Perrault; Joanna Stensland; Kathleen Kase

Public Comments: None

**Consent Agenda**

1. Board of Trustees meeting Minutes: April 20, 2020
2. Income & Expense reports: April 30, 2020 YTD
3. Study Session: Public Finance for Trustees - May 7, 2020

**Hemphill moved and Gerritz seconded a motion to accept the May Consent Agenda.** Perrault explained the line item for pandemic expenses. There is a spreadsheet to track further pandemic-related expenses. **Ayes all. (20-08)**

**Action Items**

None

**Strategic Discussion & Reports**

- Gov't Affairs - Krueger
  - o Discussion of COVID-19 impact and the Library

Potential revenue loss was discussed. The impacts may come from property tax adjustments and the Gallagher Amendment.

There was discussion on prioritizing the health of the staff and at the same time meeting community needs in creative ways. In the next few weeks, staff will be surveying the community to gauge needs.

Thanks to the Town of Estes Park, there are now dedicated library patron parking spots on the northside of the library. ***STAFF ACTION:*** Staff will make signs indicating the spots are only for patrons using library services.

- Finance Committee – Hemphill  
In order to assess use of reserve funds and to help staff in budget planning, the Finance Committee will provide two versions of the 10-year financial plan based on two different income and expense scenarios, due at the October 1st Study Session. Adjustments will be made based on the revenue forecast from the County which is coming out on October 13th.

The Library will hold off any capital expenses for the next two years, except in case of emergency.

- Library Director – Perrault  
The contract for the new Integrated Library System has been signed. Gerritz complemented staff on being able to move ahead despite the disruptions.

STAFF ACTION: Capture the internal audit in expense reporting.

Krueger expressed his appreciation for the efforts of the Patron Services Team in providing curbside service.

The Library has received donated filament for printing face shields. STAFF ACTION: Research how local businesses may obtain face shields.

- Friends & Foundation – Finley  
Ann Finley reported on the recent re-opening of the bookstore and the procedures in place for sanitation and safety, including limits to the number of customers in Cliffhanger. The Friends & Foundation will prepare a budget review for the June 15th Board of Trustees meeting.

### **Upcoming Trustee Meetings**

1. Board Study Session: Thursday, June 4, 6:30p
  - Review of 10 Year Financial plan - update
2. Regular Board Meeting: Monday, June 15, 2020, 6:30p
  - 2019 Audited Financial Statements - consideration

### **Other Events:**

- *Library Closure*: Memorial Day - Monday, May 25, 2020
- June 22, 2p-4p: Estes Valley Library Friends & Foundation Board Meeting.

**Adjourn:** The President adjourned the meeting at 7:32 pm.

*Minutes prepared by Joanna Stensland*  
Respectfully submitted,  
Bill Gerritz, Secretary

**[attachments]**

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

Resolutions from May 18, 2020

Hemphill moved and Gerritz seconded a motion to accept the May Consent Agenda.  
Ayes all. **(20-08)**

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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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