

Estes Valley Public Library District
BOARD OF TRUSTEES MEETING MINUTES

Monday, August 17, 2020 at 6:30pm

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

Call to Order / Welcome – John Krueger, President

The Board President, John Krueger, called the meeting to order at 6:30 pm on Monday August 17th, 2020. The following were present:

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

ABSENT: Ann Coleman

FRIENDS & FOUNDATION LIAISON: Ann Finley, President;

STAFF: Claudine Perrault; Cindy Seckman; Joanna Stensland

Public Comments: None

Consent Agenda

1. Board of Trustees meeting Minutes: June 15, 2020
2. Income & Expense reports: June & July, 2020 YTD
3. Study Session August 6, 2020: 2020 and 2021 Best, worst and Probably financial scenarios
4. Accept Resignation of Liz Zornes

Gerritz moved and Ellis seconded a motion to accept the August Consent Agenda. Ayes all. (20-12)

Strategic Discussion & Reports

- Gov't Affairs – Krueger
 - o Krueger reported on the Chamber of Commerce golf tournament where he put in a sponsorship on behalf of the Library.
 - o Public Comments
 - o A patron has expressed concern to the Board about bias in materials and programs. Perrault responded and covered Library policy, the neutral and unbiased nature of Library programming as well as steps the staff would take regarding the patron's requested materials.
 - o CALCON update
 - o The Trustee track is September 11th. All Trustees have been registered for the conference which will be held virtually. Krueger encouraged Trustee participation. Hemphill will be presenting at one of the sessions.
 - o Action Point: Krueger and Perrault will make recommendations to Trustees for key sessions to attend.
 - o Board Action: Trustees to inform Perrault if they are not receiving updates from the Colorado State Library.

- Library Director – Perrault
 - Strategic Plan - Quarterly Report

Perrault thanked the Patrons Services team for gathering patron comments which are featured throughout the report. Perrault highlighted areas where staff is evaluating new ways to offer services. Appreciation was expressed to staff for their work in various areas. Perrault thanked the Friends & Foundation for their support.

STAFF ACTION: Perrault will submit a report on overdue materials.
 - Admin Report: Update on Reopening & future plans

Perrault highlighted aspects of the monthly Admin Report. Hemphill and Seckman expanded on the draft Request for Proposal for audit services being presented to the Finance Committee. Perrault thanked Seckman for her financial summary.

Perrault suggested that under COVID-19 and the need to pivot services, a 3-5 year strategic plan might not be feasible, instead reviewing on a quarterly basis. Krueger offered assistance in strategic planning.

Perrault reported on plans to expand open hours once there is a full complement of staff. Krueger expressed the support of the Board to the staff in all their efforts.

Perrault highlighted the EDI summary in the Admin Report. Equity, diversity and inclusion are important topics. In the areas of hiring and Early Literacy, the staff is looking at ways to reach those who are not traditional library users. Trustees expressed support for the Library's EDI work.
- Finance Committee – Hemphill & Weston
 - Review process/timeline for 2021 budget planning

Hemphill reviewed the budget planning timeline and highlighted the change to the Assessor's deadline from August 25th to October 13th.
 - Follow up on Study Session budget scenarios

It was suggested that the planned compensation comparison study be moved up as the results could affect the financial planning scenarios discussed at the Study Session. Capital expense projects and insurance numbers might also affect the scenarios. The Finance Committee recommended budget planning with the Probable Case scenario. The final budget is due by December 14th.

STAFF ACTION: Perrault will prepare recommendations for capital expense items for 2021.

- Friends & Foundation – Finley
 - *MOU: “Library submits strategic funding request to F&F in August for following year”*

Finley gave a report on the Friends & Foundation’s recent Facebook fundraising efforts and invited Trustees to consider a donation. She also reported on Cliffhanger sales and volunteer needs, inviting Trustees to consider donating a 2-hour shift each week.

Krueger apologized for remarks made during the study session and expressed personal appreciation for the Friends & Foundation’s support of the Library and especially to Ann Finley for her work. There will be further efforts to detail agreements between the two organizations.

Action Items

- Gov’t Affairs – Krueger
 - Appoint Trustee Nominating task force – Gerritz & Weston
At the end of the year, Coleman’s term is ending and Hemphill’s is up for renewal. Zornes’ remaining 2-year term also needs to be filled. **Krueger moved & Hemphill seconded a motion to appoint Gerritz & Weston to the Nominating task force.** There was some discussion on the timeline for presenting recommendations to the Board and how to include diversity in the makeup of the Board of Trustees. Krueger asked the task force to come to the September meeting with recommendations for at least 2 of the 3 open positions. **Ayes all (20-13)**

Upcoming Trustee Meetings

- *No Board Study Session in September*
- Regular Board Meeting: Monday, September 21, 2020, 6:30p

Other Events

- Monday, August 24, 2-4p: Library Friends & Foundation board meeting
- September 7 - Library Closed: Labor Day Holiday
- September 10-12: Colorado Association of Libraries Annual Conference: via Zoom, Trustee-Track sessions Friday, September 11th - all day

Adjourn: The President adjourned the meeting at 7:55 pm.

Minutes prepared by Joanna Stensland

Respectfully submitted,
Bill Gerritz, Secretary

[attachments]

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

Resolutions from August 17th, 2020

Gerritz moved and Ellis seconded a motion to accept the August Consent Agenda. Ayes all. **(20-12)**

Krueger moved & Hemphill seconded a motion to appoint Gerritz & Weston to the Nominating task force. Ayes all **(20-13)**

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

Bill Gerritz, Board Secretary
Estes Valley Public Library District
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