

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

Monday, October 19, 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 6:30 pm on Monday October 19, 2020. The following were present:

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

**ABSENT:** Beth Ellis

**FRIENDS & FOUNDATION LIAISON:** Absent

**STAFF:** Claudine Perrault; Cindy Seckman; Joanna Stensland

Public Comments: None

**Consent Agenda**

1. Board of Trustees meeting Minutes: September 21, 2020
2. Income & Expense reports: September, 2020 YTD

**Hemphill moved and Gerritz seconded a motion to accept the October Consent Agenda. Ayes all. (20-18)**

**Strategic Discussion & Reports**

- Nominating Task Force: Gerritz & Weston
  - 2021 Trustee Appointments Approved  
The Town Board and the County Commissioners have approved all trustee appointments.
- Gov't Affairs: Krueger
  - Annual Evaluations: Trustees and Director  
Perrault's evaluation is postponed until January. There will be no trustee self-evaluations in 2020.
- Finance - Hemphill
  - Finance Policy status - internal audit addition  
The Finance Policy comes up for full review in 2022 but the internal oversight portion is currently being reviewed by the Finance Committee.
  - 2020 Audit RFP responses - update  
Multiple sources have been contacted but only 2 proposals have been received. The Finance Committee will discuss these at their next meeting.
  - 2021 Draft Budget - Review annual Public Hearing procedures  
The October 15th deadline was met for submitting a draft budget. The Board reviewed the next steps in the timeline. The Treasurer thanked Cindy Seckman and Perrault for their hard work on the budget.

- Library Director – Perrault
  - Quarterly Strategic Plan, 3rd Qtr  
Perrault recognized the staff’s commitment to provide a quality product for patrons amid a dwindling number of staff members and deliverables.  
STAFF ACTION: For the next report, Perrault will ask Gretel Bock to provide a report of the Free Spanish Library at Mountain Home Cafe.
  - ILS Implementation: Update  
Perrault reported on aspects of the new ILS and complemented Jamie Murphy for rising to the task of administering the new ILS system. Credit was given to Peggy Moore & Linda Wisneski who have trained the staff. By December 1st, both village partners expect to complete their first step of the migration.
  
- Friends & Foundation – Finley  
In Finley’s absence, the Trustees referenced the Friends & Foundation report in the Board packet with special mention of Colorado Gives Day on December 8th.

### Action Items

- Finance Committee - Hemphill and Weston
  - Accept Official 2021 Proposed Draft Budget  
**Gerritz moved and Coleman seconded a motion to approve a resolution to receive the 2021 Draft Budget and authorize its publication. Ayes all. (20-19)**  
Some changes were suggested to the Collections’ budget. STAFF ACTION: Perrault and Seckman will develop the “flat” version of the budget with the following exceptions: Adult Digital, Adult Fiction and Adult Non-Fiction be increased to 2% over the 2020 Budget. Some questions were asked about the stability of the income from the Friends & Foundation. Board Liaison Action: Gerritz will communicate with the Friends & Foundation concerns about revenue.

### Other Business

- The Estes Park Town Manager has requested that the Library share with the Town Board a summary of Amendment B. Krueger will attend the October 27 Town Board Meeting to discuss Amendment B, if called upon.

### Upcoming Trustee Meetings

- Study Session: 2021 Budget Public Hearing 1 - Thursday, November 5, 6:30p
- Regular Meeting: 2021 Budget Public Hearing 2 - Monday, November 16, 6:30p

### Other Events

- Library Friends & Foundation Annual Meeting - conducted via Email
- Monday, October 26, 2p: Friends & Foundation Board Meeting - Zoom
- Thursday & Friday, November 26 & 27: Library **CLOSED** for Thanksgiving Holiday

**Adjourn:** The President adjourned the meeting at 7:12 pm.

*Minutes prepared by Joanna Stensland*

Respectfully submitted,  
Bill Gerritz, Secretary

**[attachments]**

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

Resolutions from October 19, 2020

Hemphill moved and Gerritz seconded a motion to accept the October Consent Agenda. Ayes all. **(20-18)**

Gerritz moved and Coleman seconded a motion to approve a resolution to receive the 2021 Draft Budget and authorize its publication. Ayes all. **(20-19)**

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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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