

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

Monday, November 16, 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 6:32 pm on Monday November 16, 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

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

**GUESTS:** Peter Johnson (Trustee Elect)

Public Comments: A letter to the Board was read. The letter from visitors to Estes Park expressed appreciation for the library.

**Consent Agenda**

1. Board of Trustees meeting Minutes: October 19, 2020
2. Income & Expense reports: October, 2020 YTD
3. Study Session - 2020 Budget Hearing (1 of 2) November 5, 2020

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

**President Krueger turned the meeting over to Treasurer Hemphill to conduct the 2nd 2021 Public Budget Hearing**

- Treasurer – Hemphill
  - 2021 Public Budget Hearing: 2<sup>nd</sup> of 2  
Hemphill called to order the 2nd of 2 public budget hearings for the Estes Valley Public Library District 2021 proposed budget at 6:36. The Estes Valley Library Board of Trustees will approve the final budget on December 14th, 2020 at 6:30pm.

The public was invited to comment in writing prior to this meeting. No comments were received.

The proposed budget has been announced in both newspapers and posted on the Library website. The revised numbers are:

- Total REVENUE is \$ 2,246,432.
- Total EXPENDITURES are \$2,114,264. Expenditures are divided into two categories: Services and Support.

- SERVICES includes Circulation, Youth, Adult and Technical expenses. Service expenditures total \$1,326,977.
- SUPPORT includes Administration, Building and Capital expenses. Support expenditures total \$787,287.

The balance is: \$132,168.

Perrault thanked Accountant Seckman for her work on the budget. The Budget Highlights document is posted on the website. Perrault summarized the revised budget figures which include: changes in staffing, revised benefits costs, reduced audit expenses, decline in interest rates and a potential increase in the Director salary. An increase in line 34 is for an EDI assessment. The current surplus could change based on the staff compensation analysis. Benefits coverage changes of staff could also impact the budget. The budget takes into account that COVID-19 conditions will likely continue through the first quarter of 2021. Perrault thanked the Library's insurance broker for getting all the insurance costs clarified.

Hemphill expressed the Board's appreciation to Perrault and Seckman. Public comments will be accepted up to December 14th at which time the budget will be finalized.

Hemphill adjourned the 2nd of 2 public budget hearings at 6:51pm.

Krueger invited trustees to make further comments to the Finance Committee. The final figure for property tax revenue will be confirmed on December 10th.

### **Strategic Discussion & Reports**

- Gov't Affairs: Krueger
  - 2021 Officer and Committee Appointments: Discussion  
At the January Board meeting officer and committee appointments will be decided.
  - 2021 Meeting Schedule and Study Session Topics  
Trustees are invited to give suggestions for study session topics.

Krueger congratulated citizens and patrons for passing Amendment B.

- Finance - Hemphill  
Hemphill gave a brief summary of the financial situation and an overview of the two Action Items to attend to later on the agenda.
- Friends & Foundation – Finley  
In Finley's absence, Krueger read a brief report from the Friends & Foundation. Trustees were encouraged to be donors and supporters of the Friends & Foundation.
- Library Director – Perrault  
Perrault and Krueger will meet regularly with the President and Executive Director of the Friends & Foundation to coordinate and align goals. Perrault expressed appreciation to

the Friends & Foundation for the suggestion. Perrault and Seckman highlighted areas of the Admin report. The suggestion was made to increase expenditure on the hardcover collection.

### Action Items

- Finance Committee - Hemphill and Weston
  - Approve selection of new auditor  
**Hemphill moved and Gerritz seconded a motion to approve the selection of Prospective Business Solutions (PBS) to audit the 2020 library financial statements for a fee of \$7,975 plus an hourly rate for a test of internal controls. PBS will be retained until a decision by the Board to select another auditor. Ayes all. (20-21)**
  - Approve Governance Policy Set  
**Gerritz moved and Ellis seconded a motion to approve the recommendation of and edits to the following policies: Public Comment; Trustee By-Laws; Trustee Code of Ethics; Executive Session; Standing Committees and Naming Rights. Only the Executive Session policy received revisions from its last review, by adding more procedural information within the policy. Ayes all. (20-22)**

### Upcoming Trustee Meetings

- Executive Session: Library Director Performance Review - December 3, 2020, 6:30pm. The Library's 5 strategic goals will be part of the review. All trustees will be called upon for their evaluation.
- Regular Meeting: Monday, December 14, 2020, 6:30p. This is one-week early as will be the Committee meetings in December.

### Other Events

- Library CLOSED for Thanksgiving Holiday: November 26 & 27 (Thursday & Friday)
- Colorado Gives Day, Tuesday, December 8, 2020. Trustees were encouraged to go to the Colorado Gives Day website and pre-donate. There are some matching funds available.

**Adjourn:** The President adjourned the meeting at 7:23 pm.

*Minutes prepared by Joanna Stensland*

Respectfully submitted,  
Bill Gerritz, Secretary

**[attachments]**

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

Resolutions from November 16, 2020

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Gerritz moved and Ellis seconded a motion to approve the recommendation and edits to the following policies: Public Comment; Trustee By-Laws; Trustee Code of Ethics; Executive Session; Standing Committees and Naming Rights. **Ayes all. (20-22)**

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

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**Bill Gerritz, Board Secretary**  
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