

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

Monday, December 10, 2018, 6:30pm  
Estes Valley Library / Wasson Board Room

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President Bryson called the meeting to order at 6:30 pm on Monday, December 10, 2018 in the Wasson Board Room at the Estes Valley Library. The following were present:

**TRUSTEES:** Don Bryson, President; Kaye Orten, Vice-President; John Krueger, Treasurer; Bill Gerritz, Secretary; David Hemphill, Beth Ellis, Anne Coleman

**SUPPORT GROUP LIAISON:** Sarah Walsh

**STAFF:** Claudine Perrault, Jamie Murphy, Kieran Rowser, Peggy Moore

**GUESTS:** Keith Berndtson, Kay Weston

Public Comments: None

**Consent Agenda**

*The Chair will remove any Consent Agenda item upon request by any Board Member. Items removed upon request will be considered separately by the Board immediately following action on the remaining Consent Agenda.*

1. Board of Trustees meeting Minutes: November 20, 2017
2. Income & Expense report: November 30, 2018 YTD
3. Special Meeting - Executive Session: Personnel Matter: evaluation of Library Director Claudine Perrault – December 6, 2018

Krueger moved and Coleman seconded a motion to accept the consent agenda with corrections. Ayes all. **(18-29)**

**Strategic Discussion & Reports**

- Gov't Affairs – Bryson
  - No Report.
- Friends & Foundation - Walsh

Ludie Dickeson's term has ended and she has been made an honorary member of the F&F. Ludie looks forward to continuing to support the Friends & Foundation.

Bryson reported that Russell resigned on December 5, 2018. The EVLFF will elect two new board members on December 17, 2018. The Nominating Committee is still seeking one additional board member.

Walsh reported that the EVLFF purchased 191 W Riverside Drive on December 10, 2018. The used bookstore will open on April 1, 2019 with a ribbon cutting on April 9, 2019 (National Library Workers Day).

The quasi endowment was not used for the purchase of the property and has a balance of \$174,355.16 as of November 30, 2018.

Walsh expressed confidence that the EVLFF will have the funds to grant \$200,000 to the library on November 1, 2019, as promised.

Ribbon cutting for the bookshop is slated for April 9. Staff action: Perrault will put out a call to Joanna Stenland for volunteer help. Ellis offered to seek volunteer help from Eagle Rock students; Walsh should let Ellis know when this is needed.

Hemphill asked if there were existing leases for the apartments on the second floor of the building. Walsh said there are, but because they're below market the cost for all units will increase.

- Library Director – Perrault

#### Policy proposal – Becoming a Fine Free Library

Our flat \$5.00 late fee was considered progressive many years ago especially where other libraries “nickel and dime” their users, but it is due time for another change in policy. Peggy Moore has researched libraries nationwide that have gone fine free, and has established a position that we hope to have approved. One goal of going fine free is removing barriers to access while keeping stewardship of materials intact.

Gerritz thinks libraries going fine free is a powerful argument that he is in favor of; increasing library use for people of low income would be a positive, while the loss of \$4,500 per year in late fees would be an acceptable negative.

Krueger suggests more clarity is needed to distinguish fees associated with replacement of material versus late material, since there *will* still be a replacement fee. Perrault agreed and said she will clean up the language. Orten supports going fine free with clarified language.

Bryson asked Ellis how Eagle Rock deals with fees; Ellis said Eagle Rock has no fines/fees whatsoever, but one main reason this works is because the large majority of materials are used internally. Also, being fine-free makes sense for Eagle Rock because they support students financially. Even with these differences between the Estes Valley Library and Eagle Rock, Ellis fully supports going fine free at the public library.

Bryson thought it would be useful to review data over time and analyze whether or not material loss or damage became more excessive after the fine free policy is passed. Perrault agreed and said this is doable. Staff action: deliver annual report on increase or decrease of material loss/damage, if and when the Fee policy is revised.

Other Business

Kieran Rowser reported an addendum to the budget report; he thought there would be no more capital spending, but the workroom carpeting costs \$5,000. We're cleaning up when projects are repair and maintenance, vs. capital. For an expense to be capital it must cost \$5,000 or more, and so some projects that were originally thought to be capital expenses turned out to be repair & maintenance.

Krueger reminded that the \$5,000 rule is the auditor's recommendation.

It was decided that the Board will hold their February meeting on Tuesday, February 19.

Trustee action: Perrault asked the trustees to provide dates they expect to be absent from board meetings in 2019, and to have that information ready for the January meeting.

### **Action Items**

Policy Committee: Gerritz

**Approve Group Policy set:** Meeting Rooms; Program & Partner, and Makerspace

Gerritz moved and Coleman seconded a motion to approve the Group Policy Set: Meeting Rooms; Program & Partner, and Makerspace.

Ellis would like procedures to address instances where a makerspace user needs to leave their project overnight. Perrault suggested this be moved out of governance and into operations; Ellis agreed.

Orten made a friendly amendment to the Makerspace Policy, to marry bullets 1 and 3 under the fee section. Additionally, Orten suggested linking to the badging procedures from the policy.

Orten moved and Krueger seconded a motion to approve the Group Policy Set as amended. Ayes all. **(18-30)**

### Finance Committee: **2019 Budget Approval – Krueger**

2019 Resolution to Adopt the Budget

Orten moved and Gerritz seconded a motion to approve the 2019 Resolution to Adopt the Budget. Ayes all. **(18-31)**

2019 Resolution to Set Mill Levy

Krueger moved and Ellis seconded a motion to approve the 2019 Resolution to Set Mill Levy. Ayes all. **(18-32)**

2019 Resolution to Appropriate Sums of Money

Hemphill moved and Orten seconded a motion to approve the 2019 Resolution to Appropriate Sums of Money. Ayes all. **(18-33)**

Early Closure Request: 5p New Year's Eve – weeknights – as part of ongoing Holiday closure dates

Staff reports there are usually about 4-5 patrons in the entire library within the 4-5 hour span of time the library is open on New Year's Eve. Trustees discussed merits of having this recur any year that New Year's Eve falls on a week night.

Orten moved and Hemphill seconded a motion to approve an ongoing early closure of 5 pm New Year's Eve. Ayes all. **(18-34)**

### **Upcoming Trustee Meetings**

1. \*NO\* January Board Study Session
2. Regular Board Meeting: Monday, January 21, 2019

### **Other Events**

- Friends & Foundation Meeting: December 17, 2-4p Wasson Board Room
- Library CLOSED:
  - Monday - Tuesday, December 24-25: Christmas Eve & Day
  - Tuesday, January 1, 2018 New Year's Day

### **Other Business**

- Recognition of departing Trustees: Don Bryson and Kaye Orten

The meeting adjourned at 8:10.

Minutes prepared by Jamie Murphy

Respectfully submitted,  
Bill Gerritz, Board Secretary

**[attachments]**

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

Resolutions from December 10, 2018

**(18-29)** Krueger moved and Coleman seconded a motion to accept the December consent agenda with corrections. Ayes all.

**(18-30)** Orten moved and Krueger seconded a motion to approve the Group Policy Set as amended. Ayes all.

**(18-31)** Orten moved and Gerritz seconded a motion to approve the 2019 Resolution to Adopt the Budget. Ayes all.

**(18-32)** Krueger moved and Ellis seconded a motion to approve the 2019 Resolution to Set Mill Levy. Ayes all.

**(18-33)** Hemphill moved and Orten seconded a motion to approve the 2019 Resolution to Appropriate Sums of Money. Ayes all.

**(18-34)** Orten moved and Hemphill seconded a motion to approve an ongoing early closure of 5 pm New Year's Eve. Ayes all.

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**Don Bryson, President**  
Estes Valley Public Library District  
Board of Trustees

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**Bill Gerritz, Secretary**  
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