

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

Monday, November 15, 2021 at 6:30pm

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

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**Call to Order / Welcome** – Board Vice-President, Lynn Lawson, called the meeting to order at 6:31 pm. The following were present:

**TRUSTEES:** Lynn Lawson, Vice President; David Hemphill, Treasurer; Peter Johnson, Secretary; Beth Ellis; Kay Weston

**ABSENT:** John Krueger, President

**FRIENDS & FOUNDATION LIAISON:** Ann Finley

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

Public Comments: None

**Consent Agenda**

1. Board of Trustees Meeting Minutes: October 18, 2021
2. Income & Expense Year-to-Date Report: October 2021 YTD
3. Budget Hearing Minutes - November 4, 2021

**Johnson moved to approve the November Consent Agenda. Hemphill seconded the motion. Ayes all (21-22)**

**Vice-President Lawson turned the meeting over to Treasurer Hemphill to conduct the 2nd 2022 Public Budget Hearing**

- Treasurer – Hemphill
  - 2022 Proposed Budget: 2<sup>nd</sup> of 2 Hearings  
Hemphill called to order the 2nd of 2 public hearings of the Library's 2022 proposed budget and outlined the procedure for public comments. There were no members of the public present in the Zoom meeting and no public comments were received.

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

- Total Revenue: \$2,500,472
- Total Expenditures: \$2,377,993
- Services, includes Circulation, Youth, Adult and Technical expenses: \$1,421,673
- Support, includes Administration, Building and Capital expenses: \$956,320

Accountant Seckman gave a summary of the changes between versions 1 and 2 of the proposed 2022 Library budget.

Hemphill declared the Budget Hearing closed at 6:39pm. Comments will be received up until the Board of Trustees meeting on December 13.

STAFF ACTION: Staff will include in the budget, funds to cover referral bonuses and an increase in the digital checkout limit.

Lawson thanked the Finance Committee and staff for their hard work.

### Strategic Discussion & Reports

- Gov't Affairs – Lawson

On Thursday November 18th, Perrault, Weston and Lawson will attend the Town's presentation on the future of Town facilities The Library has consulted with an attorney to clarify mutually beneficial interests in decisions made regarding facilities.

Board of Trustee Committee assignments will be on the agenda for the December meeting.

- Finance Committee - Hemphill

No discussion.

- Library Director Report – Perrault

Perrault highlighted the purposes of the Quarterly and Admin reports. She also reviewed data on circulation and door counts from comparable resort libraries.

- Library Friends & Foundation Report - Finley

Finley gave a report on the activities of the Friends & Foundation. The Foundation will deliver a check to the Library by the end of November which includes full reimbursement of the salary of the Executive Director and other operational expenses for their organization.

### Action Items

- Policy Committee - Johnson & Ellis

- Approve revisions to Staff Handbook: HR Policies and Volunteer Handbook

**Johnson moved to approve the Staff Handbook HR Policies. Ellis seconded the motion.**

Johnson reviewed the changes to the Staff Handbook HR Policies. There were some questions as to the accrual and leave policies. The accrual is unchanged from the previous policy but the Library has engaged a consultant to put together an updated leave policy proposal which should be complete by mid 2022.

An edit was proposed to a sentence under "Telephones, Cell Phones & Mobile Devices" on page 40 to read: *While driving on Library business, employees are prohibited from using their cell phones or other communication devices to make calls or to text.*

**Ayes all, with the noted amendment to the section: Telephones, Cell Phones & Mobile Devices. (21-23)**

**Johnson moved to approve the Volunteer Policy Handbook. Ellis seconded the motion.** There were a few minor changes to the Volunteer Policy Handbook. Johnson reviewed the changes. **Ayes all. (21-24)**

Lawson thanked Library staff for their work on the policies. Perrault thanked Johnson for his assistance in the process. The policies will be implemented on January 1, 2022.

#### **Upcoming Meetings of the Board of Trustees (Zoom)**

1. Board of Trustees Executive Session: Thursday, December 2, 2021, 6:30p (Zoom)
  - Library Director Performance Review  
*STAFF ACTION*: Perrault will send out appraisal documents for the Board to review and complete.  
*Board Action Point*: Trustees will send their responses to The President before Thanksgiving.
2. Regular Meeting of the Board of Trustees: Monday, December 13, 2021 6:30p *Note: 1 week early*

#### **Other Events**

- Library CLOSED for Thanksgiving Holiday, Thursday & Friday, November 25 and 26, 2021
- Colorado Gives Day: Tuesday December 7, 2021

#### **Adjourn**

Lawson adjourned the meeting at 7:49 pm.

Minutes prepared by Joanna Stensland

Respectfully submitted,  
Peter Johnson, Board Secretary

**[attachments]**

**ESTES VALLEY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES**  
Resolutions from November 15, 2021

Johnson moved to approve the November Consent Agenda. Hemphill seconded the motion.  
**Ayes all (21-22)**

Johnson moved to approve the Staff Handbook: HR Policies. Ellis seconded the motion. **Ayes all, with the noted amendment to the section: Telephones, Cell Phones & Mobile Devices. (21-23)**

Johnson moved to approve the Volunteer Policy Handbook. Ellis seconded the motion. **Ayes all (21-24)**

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

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**Peter Johnson, Secretary**  
Estes Valley Public Library District  
Board of Trustees