

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

Monday, December 13, 2021 at 6:30pm

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

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**Call to Order / Welcome** – Board President, John Krueger, called the meeting to order at 6:30 pm. The following were present:

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

**ABSENT:** Beth Ellis

**FRIENDS & FOUNDATION LIAISON:** Ann Finley

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

Public Comments: None

**Consent Agenda**

1. Board of Trustees Meeting Minutes: November 15, 2021
2. Income & Expense Year-to-Date Report: November 2021 YTD
3. Executive Session: Personnel Matter: Evaluation of Library Director Claudine Perrault - December 2, 2021

Revenue information from the County is not ready so the November Year-To-Date Report is not included in the Consent Agenda. **Johnson moved to approve the December Consent Agenda with item 2 removed. Lawson seconded the motion. Ayes all (21-25)**

**Strategic Discussion & Reports**

- Gov't Affairs Committee - President Krueger
  - 2022 Board of Trustee Meeting Dates  
Krueger reviewed the Board meeting dates in 2022. Action Point: Trustees to communicate their date and time preference for the Strategic Planning Retreat which the Colorado State Library may help facilitate.
  - Feedback on Director's appraisal - discussion  
Krueger discussed the Director appraisal with Perrault. Perrault expressed satisfaction with the format and the feedback. The format will be replicated with staff. Next year, Perrault's appraisal will likely be on her employment anniversary date which will be in September. Krueger thanked everyone for their comments.
- Finance Committee - Hemphill
  - Discussion of final 2022 budget.  
At the moment the Library's funding seems stable. Assessed value for the Library District went up 6.6%. There is now a v.3 of the budget, but the changes are not significant. The projected surplus is a little lower with the changes, but is adequate and meets requirements. At the end of November, expenses were at

only 75% of the budget projection. Krueger thanked the Finance Committee and Seckman for their work on the budget.

- Library Director Report – Perrault

Perrault thanked Stensland for her work on the referral bonus program. Staff have already expressed interest in making employment referrals. Krueger expressed appreciation for the Program & Outreach team and their quick-response family activities during the Kruger Rock Fire.

Perrault summarized the 2022 Strategic Project Library Request to the Friends & Foundation. Perrault highlighted the numerous restricted gifts, especially for early literacy projects such as the Dolly Parton Imagination Library. The requests are based on strategic goals, and based on the MOU, each year Perrault reports to the Friends & Foundation what was accomplished with donor dollars, so that this progress can be shared with Library donors.

Perrault reviewed the Operating Plan 2022, which is a bridge plan between the last Strategic Plan and the following one. Discussion of the Operating Plan is on the Trustee Work Plan for February. Weston suggested that pandemic impacts be taken into account, and to take another look at the measures. Action Point: Krueger asked the trustees to compare the previous 2021 plan in the February Board Packet with the 2022 plan in preparation for the February discussion.

There are currently 4 open job positions advertised on the Library website. Several applications have been received. Patron Services Supervisor Peggy Moore will be retiring in January after 13 years of service at the Library.

- Library Friends & Foundation Report - Finley

Finley gave a brief report on Friends & Foundation activities and donations. The Board expressed appreciation for Finley's willingness to continue another year as President.

### Action Items

- Gov't Affairs Committee - Krueger & Lawson

- Action to adjust Director's compensation

It was proposed that because the Director received no increase from the results of the Compensation Study and because of the many successes of the past year that a bonus should be given. Krueger read a resolution to award a bonus to the Library Director. **Weston moved and Lawson seconded a motion to approve the bonus resolution and award a \$12,000 bonus to the Library Director, Claudine Perrault, in December 2021. Ayes all (21-26).**

STAFF ACTION: Accountant Seckman will make the changes in payroll to reflect the bonus awarded.

- Finance Committee - Hemphill & Lawson

- Adopt the 2022 Budget
  - Resolution to Adopt the 2022 Budget  
Perrault and Seckman have updated staff salary considerations based on the Compensation Study ranges and Years of Service experience. They have established appropriate COLA increases. Krueger read the Resolution to Adopt the 2022 Budget.

**Hemphill moved and Johnson seconded to adopt the budget resolution as follows:**

**Section 1. That the budget, as submitted, amended and attached, be and the same hereby is approved and adopted as the budget of the Estes Valley Public Library District, Colorado for 2022.**

**Section 2. That the budget hereby approved and adopted shall be signed by the President and Secretary of the Board and made part of the public records of the District.**

**Ayes all (21-27)**

- Resolution to Set Mill Levy  
Krueger read the Resolution to Set Mill Levy.  
**Hemphill moved and Weston seconded a motion to accept the following Mill Levy Resolution:**

**Section 1. That for the purpose of meeting all general operating expenses of the Estes Valley Public Library District during the 2022 budget year, there is hereby levied a tax of 4.544 mills upon each dollar of the total valuation for assessment of all taxable property with the District for the year 2021.**

**Section 2. That the President of the Board of Trustees is hereby authorized and directed to immediately certify to the County Commissioners of Larimer County, Colorado the mill levies for the Estes Valley Public Library District as herein determined and set.**

**Ayes all (21-28)**

- Resolution to Appropriate Sums of Money  
Krueger read the Resolution to Appropriate Sums of Money.  
**Hemphill moved and Lawson seconded the motion to approve the resolution that the following sum is hereby appropriated from the revenue to fund purposes stated: General Fund: \$2,409,859. Ayes all (21-29)**

Krueger expressed appreciation to staff for their work and to the trustees for their participation in budget discussions.

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

1. No January Study Session scheduled.
2. Regular Meeting of the Board of Trustees: Monday, January 17, 2022 6:30p  
Action Point: Trustees will let Perrault know their preferences for virtual meetings or meeting in-person.

### **Other Events**

- Regular Meeting of the Library Friends & Foundation Board of Directors: Tuesday December 14, 2021, 10a, Wasson Board Room
- Library Holiday Closures:
  - Christmas, Friday - Saturday, December 24-25, 2021
  - New Year's Eve - Friday, December 31, 2021 - early closure at 3p
  - New Year's Day - Saturday January 1, 2022

Perrault thanked the Board for their investment in her and expressed her commitment to fulfilling their performance expectations.

### **Adjourn**

Krueger adjourned the meeting at 7:25 pm.

Minutes prepared by Joanna Stensland

Respectfully submitted,  
Peter Johnson, Board Secretary

**[attachments]**

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

Resolutions from December 13, 2021

Johnson moved to approve the December Consent Agenda with item 2 removed. Lawson seconded the motion. **Ayes all (21-25)**

Weston moved and Lawson seconded a motion to approve the bonus resolution and award a \$12,000 bonus to the Library Director, Claudine Perrault, in December 2021. **Ayes all (21-26).**

Hemphill moved and Johnson seconded a resolution to Adopt the Budget:

Section 1. That the budget, as submitted, amended and attached, be and the same hereby is approved and adopted as the budget of the Estes Valley Public Library District, Colorado for 2022.

Section 2. That the budget hereby approved and adopted shall be signed by the President and Secretary of the Board and made part of the public records of the District.

**Ayes all (21-27)**

Hemphill moved and Weston seconded a resolution to Set the Mill Levy:

Section 1. That for the purpose of meeting all general operating expenses of the Estes Valley Public Library District during the 2022 budget year, there is hereby levied a tax of 4.544 mills upon each dollar of the total valuation for assessment of all taxable property with the District for the year 2021.

Section 2. That the President of the Board of Trustees is hereby authorized and directed to immediately certify to the County Commissioners of Larimer County, Colorado the mill levies for the Estes Valley Public Library District as herein determined and set.

**Ayes all (21-28)**

Hemphill moved and Lawson seconded a resolution to Appropriate Sums from the revenue to fund purposes stated: General Fund: \$2,409,859. **Ayes all (21-29)**

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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