

Estes Valley Public Library District
BOARD OF TRUSTEES MEETING MINUTES

Monday, January 17, 2022 at 6:30pm

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

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; Anne Dewey; Beth Ellis; Kay Weston

FRIENDS & FOUNDATION LIAISON: Sarah Walsh

STAFF: Claudine Perrault; Cindy Seckman; Joanna Stensland

Public Comments: None

Consent Agenda

1. Board of Trustees Meeting Minutes: December 13, 2021
2. Income & Expense reports: November 30, 2021 & December 31, 2021 YTD

Lawson moved to approve the January Consent Agenda. Johnson seconded the motion. Ayes all (22-01)

Staff Presentation

- Board & Staff Introductions (1st of 4): Meet the Administrative Team
STAFF ACTION: Staff will create a slideshow for trustees to present at the next 3 meetings.

Action Items

- Gov't Affairs Committee - Krueger & Lawson
 - o Accept 2022 Trustee Appointments - Beth Ellis & Anne Dewey
Hemphill moved, seconded by Johnson, to accept the resolution to approve the following Board appointments:
 - **Beth Ellis for a second term from 2022-2025**
 - **Anne Dewey for a first time from 2022-2025**

Ayes all (22-02)

- o Elect 2022 Board Officers - call for nominations
Lawson moved and Weston seconded to accept the resolution to approve the following appointments:

John Krueger - President

Lynn Lawson - Vice President

Peter Johnson - Secretary

David Hemphill - Treasurer

There were no other nominations. **Ayes all (22-03)** Hemphill thanked Krueger for serving again as President.

- o Appoint 2022 Committee and Task Force assignments
The following appointments were made by President Krueger:
 - Krueger & Lawson: Government Affairs Committee
 - Johnson & Dewey: Policy Committee
 - Hemphill & Weston: Finance Committee
 - Krueger or Lawson: Friends & Foundation Liaison

- o Approve official 2022 posting location of Board meeting notices: Library lobby community bulletin board and Library website
Johnson moved to approve the Library bulletin board and Library website as posting locations for meeting notices. The motion was seconded by Hemphill. Ayes all (22-04)

Strategic Discussion & Reports

- Gov't Affairs Committee - President Krueger
 - o Library District 2022 trustee work plan
 - o 2022 trustee meetings schedule
The plan is to approve the audit in June. In March, there will also be a discussion of succession planning. Three of the dates are dependent on outside presenters. The retreat will take place at a study session after the Community Needs Assessment has been completed. If there is no business, a meeting will be canceled with advance notice.

- Finance Committee - Treasurer Hemphill
See Admin Report for details on the accounting report. Month 13 is progressing and may be available sooner than in the past. The transfer amount to Reserves will be decided after receipt of the Month 13 report. Dates for the audit have been set. The audit report may be presented to the Board for approval in May. There was a surplus coming out of 2021.

- Library Director - Director Perrault
 - o Monthly Administrative report
Perrault highlighted the Spanish for Librarians classes as well as the *Theory of Enchantment* training.
 - o 4th Quarter 2021 Strategic Plan update
The 2021 circulation numbers were compared to 2020. The study session in April will look a little more closely at circulation numbers with the Annual Collections Report. Due to staffing issues and COVID limitations, some 4th quarter objectives were not accomplished. Following Board input, the 2022 Operating Plan was adjusted to show fewer measures. The 2022 Operating Plan will be discussed at the February Study Session.
At the last Colorado Association of Libraries conference, trustees heard about Grand County's Community Needs Assessment. The survey was done by an outside consulting firm and the results were more extensive than what the Library has done by itself. It was suggested that trustees review the financial policy as regards approval of larger expenditures and the RFP process.

STAFF ACTION: Before the February Study Session, Perrault will send trustees more information on the Community Needs Assessment and a link to the 2017 Library survey.

- Friends & Foundation - Ex. Director Walsh

Walsh shared some highlights of the Friends & Foundation fundraising plan, including the author event with Craig Johnson. Krueger invited the trustees to attend and bring 4 guests. Walsh invited the trustees to consider volunteering, as the F&F has a need for book store volunteers.

STAFF ACTION: Staff will forward the F&F fund-raising plan and budget documents to the trustees.

The Board congratulated the Friends & Foundation on another good year at Cliffhanger.

Upcoming Meetings of the Board of Trustees (Zoom)

1. Board Study Session: Thursday, February 3, 2022: 6:30pm
 - 2022 Operating Plan & Community Needs Assessment.
2. Regular Board Meeting: Monday, February 21, 2022: 6:30pm
Because President's Day is no longer a Library closure, the Board can meet on this third Monday of February. Trustees are to let the President know if they will be absent.

Other Events

- Friends & Foundation Membership kick-off: February 4, 2022 TBA
Delayed because of COVID concerns. A new date will be announced.

Adjourn

Krueger adjourned the meeting at 7:27 pm.

Minutes prepared by Joanna Stensland

Respectfully submitted,
Peter Johnson, Board Secretary

[attachments]

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

Resolutions from January 17, 202

(22-01) Lawson moved to approve the January Consent Agenda. Johnson seconded the motion. **Ayes all**

(22-02) Hemphill moved, seconded by Johnson, to accept the resolution to approve the following Board appointments:

- o Beth Ellis for a second term from 2022-2025
- o Anne Dewey for a first time from 2022-2025

Ayes all

(22-03) Lawson moved and Weston seconded to accept the resolution to approve the following appointments:

John Krueger - President
Lynn Lawson - Vice President
Peter Johnson - Secretary
David Hemphill - Treasurer

There were no other nominations. **Ayes all**

(22-04) Johnson moved to approve the Library bulletin board and Library website as posting locations for meeting notices. The motion was seconded by Hemphill. **Ayes all**

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

Peter Johnson, Secretary
Estes Valley Public Library District
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