

Estes Valley Public Library District
BOARD OF TRUSTEES MEETING MINUTES

Monday, April 18, 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; Kay Weston

ABSENT: Beth Ellis

FRIENDS & FOUNDATION LIAISON: Sarah Walsh

STAFF: Melanie Kozlowski; Brad Maggetti; Claudine Perrault; Cindy Seckman; Joanna Stensland; Breanna Vegas; Katherine Weadley; Eric White

GUEST: Uli Keeley, Auditor

Public Comments: None

Consent Agenda

1. Board of Trustees Meeting Minutes: March 21, 2022
2. Income & Expense Year-to-date Report: March 31, 2022
3. Study Session - Annual Collections Report: April 7, 2022

Lawson moved to approve the April Consent Agenda. Johnson seconded the motion. Ayes all (22-09)

Guest Presentations

1. Staff Introductions (4th of 5): Meet the Program & Outreach Team
The Program & Outreach Team introduced themselves to the Board.
2. 2021 Audited Library Financial Report - Uli Keeley, Auditor, PBS
Ms. Keeley, Auditor, gave an overview of the annual audit. The Library received an unmodified and clean opinion. With the addition of a new accounting employee, there is now internal control and segregation of duties. Accountant Seckman will ask Ms. Keeley for review of these controls later in the year. The Friends & Foundation also reported on a clean audit opinion. There was some discussion on where and how to disclose the salary of the Friends & Foundation's Executive Director.

Action Items

- Finance Committee - Treasurer Hemphill
 - Accept 2021 Audited Financial Statements
Hemphill moved that the 2021 Audited Financial Statements be accepted by the Board. Johnson seconded the motion. Ayes all (22-10)
STAFF ACTION: Accountant Seckman will submit the Audited Financial Statements to the State.

Strategic Discussion & Reports

- Gov't Affairs Committee – President Krueger
 - Trustees meeting in person
The Board will meet in person in the Hondius Room starting with the May Board Meeting. Anyone wishing to wear a mask is invited to do so.

- o Krueger will participate on Wednesday in a League of Women Voters Forum on Taxing Districts.
- Community Needs Assessment Task Force - Weston & Lawson
Lawson updated the Board on progress to find a provider for a community needs assessment. The Committee is expecting to receive all proposals by early May at which time the Committee will meet to discuss them. The Committee expects to make a recommendation at the next Board meeting.
- Finance Committee – Treasurer Hemphill
Hemphill highlighted the increased ColoTrust return. There was a suggestion to research CDs and their suitability for investment. Board Action: The Finance Committee will continue to research the feasibility of investing in CDs.
- Library Report - Director Perrault
 - o Admin Report
Perrault thanked Linda Wisneski for her research and contributions to the High Value Theft Report. The HR Team is continuing to work on staff retention and housing. The team will survey staff again and come to the Board with a recommendation.
 - o 1st Qtr Operating Plan Report
Perrault complimented the staff on the report which was focused on the performance measures outcomes. She highlighted the success in the quantity of programs. Perrault also mentioned the positive experience by staff of recent staff development meetings and expressed appreciation for the focus of Admin staff on systems. There is still a need for more outreach to the Spanish-speakers in the community. STAFF ACTION: Perrault will find out the statistics on thefts of kits.
- Library Friends & Foundation Report - Ex. Director Walsh
Walsh highlighted the Craig Johnson author event and the goal of selling the remaining 95 tickets by May 15. Trustees were invited to join the Woman’s Club Coffee event on May 2nd.

Upcoming Meetings of the Board of Trustees (Zoom)

- Board of Trustees Study Session: Thursday May 5, 2022, 6:30p CANCELED
- Regular Meeting of the Board of Trustees: Monday, May 16, 2022, 6:30p (Library Hondius Room)

Other Events

- Wednesday April 20: **Library Closed**
 - o Annual Staff Development Day
 - o LWV: Krueger presents, “It’s Not the Town, It’s the District!” Zoom
- Monday, May 2, 9a: Friends & Foundation Board: Host Woman’s Club Breakfast (Library)

Adjourn

Krueger adjourned the meeting at 7.53 pm.

Minutes prepared by Joanna Stensland

Respectfully submitted,
Peter Johnson, Board Secretary

[attachments]

**ESTES VALLEY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**
Resolutions from April 18, 2022

Lawson moved to approve the April Consent Agenda. Johnson seconded the motion. **Ayes all (22-09)**

Hemphill moved that the 2021 Audited Financial Statements be accepted by the Board. Johnson seconded the motion. **Ayes all (22-10)**

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

Peter Johnson, Secretary
Estes Valley Public Library District
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