

Estes Valley Public Library District
BOARD OF TRUSTEES MEETING MINUTES

Monday, October 17, 2022 at 6:30pm
Estes Valley Library / Hondius Room

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

TRUSTEES:

- In person: John Krueger, President; Lynn Lawson, Vice President; David Hemphill, Treasurer; Anne Dewey; Kay Weston
- By conference phone: Pete Johnson, Secretary
- Absent: Beth Ellis

FRIENDS & FOUNDATION LIAISON: None

STAFF: Claudine Perrault; Cindy Seckman; Joanna Stensland

Public Comments: Keith Berndtsen asked the Board to consider purchasing more physical books and reducing the number of books weeded from the collection.

Consent Agenda

1. Board of Trustees Meeting Minutes: September 19, 2022
2. Income & Expense Year-to-date Report: September 2022
3. Study Session on Draft 2023 Budget: October 6, 2022

Weston moved to approve the October Consent Agenda. Lawson seconded the motion. Ayes all (22-20)

Strategic Discussion & Reports

- Gov't Affairs Committee – Krueger & Lawson
Trustee Dewey gave a short report on attending the Colorado Association of Libraries Conference in September. Perrault thanked Dewey for representing the trustees.
- Finance Committee - Treasurer Hemphill
The suggestions made by trustees during the recent Study Session have been incorporated into the draft 2023 budget. There was nothing of consequence in the YTD report. STAFF ACTION: Perrault will make an official request to the Library Friends & Foundation for the annual donation. STAFF ACTION: Staff will obtain bi-weekly reports from the roofer on the insurance situation. Perrault thanked Accountant Seckman for putting together the Budget Highlights document. Perrault reviewed the document with trustees. Perrault thanked the F&F for increasing their donation.
Preliminary property tax revenue shows a modest *decrease* and 2024/2025 may see more cuts to property tax rates. STAFF ACTION: Accountant Seckman will send out the chart of property tax rates to trustees. There was some discussion on the new Capital budget. STAFF ACTION: Accountant Seckman will research reporting requirements for both budgets.
Perrault gave an update on current staffing. Perrault summarized the need for a redesign of Library spaces based on changing patron behaviors and needs. There was some discussion on the Collections budget. There has been an increase in digital item requests which has increased the digital budget. The physical item budget has been kept flat because of other ways the Library obtains physical materials requested by patrons.
- Policy Committee - Secretary Johnson

- Revised Leave Benefits proposal for 2023 Staff Handbook
Johnson reported on the progress towards the revised Leave Benefits in the Staff Policy Handbook. The HR Team has made changes to the Handbook to reflect the proposed Paid Time Off and Leave structure, in place of the traditional Vacation & Sick Leave plan, and has made minor edits to the rest of the Handbook. It has been reviewed by the Policy Committee and will go to Employers Council for legal review before final Board review in December, or January '23.
- Community Needs Assessment Task Force - Weston
Weston reported on the progress of the CNA. The minimum number of responses needed for a valid survey is 320 and the Library has received 599 responses. Three focus groups have taken place. The Committee expects a draft report from the consultant at the beginning of November. In the meantime, the Committee is seeking Spanish -speaker input. The final report is expected in December.
- Library Report - Director Perrault
Perrault highlighted aspects of the Admin Report. Accountant Seckman continues to communicate with staff on all the legal and financial changes imposed at state or federal level, including the new FAMLI law. She gives a presentation to staff next week. Perrault expressed appreciation to Seckman and Stensland for their work on this. A formal recommendation will come before the Board in November. Perrault also highlighted the “5 Statistics for Trustees,” as reported by the LRS (Library Research Service) regarding annual metrics gathered by all Colorado public libraries, which correlate to all other hundreds of statistics gathered. The Estes Valley Library is at or above average in all areas, except program attendance. The Program Team is looking at 2023 to network with other resort libraries. The suggestion was made to combine the data from small libraries and from resort libraries to find an average. A Technical Services report will be included in the next meeting.

Action Items

- Gov't Affairs Committee – Krueger & Lawson
 - Officially Accept the Draft 2023 Budget
The Board received the draft budget before the deadline of October 15. There will be two public budget hearings in November where public comment will be received before final approval at the December Board meeting.
Hemphill moved to accept the Draft 2023 Budget and authorized staff to publish “Notice of Budget”. Weston seconded the motion. Ayes all (22-21)
- Policy Committee - Johnson & Dewey
 - Combine Circulation Policy Set into a single policy: Loan Periods, Renewals & Holds
Johnson moved to approve the Loan Periods, Renewals & Holds Policy, which now includes the previous InterLibrary Loan policy. Dewey seconded the motion. Dewey explained the changes to the policy. The previous Interlibrary Loan policy was added to the Loan Periods, Renewals & Holds Policy. The checkout chart was revised with an extension to the loan period of several formats. **Ayes all (22-22)** Krueger thanked the Policy Committee and staff for their work on these policies.

Upcoming Meetings of the Board of Trustees

- Board Study Session: Thursday November 3, 2022, 6:30p (Hondius Room)
 - 1st of 2 Public Hearings for 2023 Budget
- Board Regular Meeting: Monday, November 21, 2022, 6:30p (Hondius)
 - 2nd of 2 Public Hearings for 2023 Budget

Other Events

- Friends & Foundation Board Meeting (Colorado Gives Day): Tuesday December 6, 2022, 8a.
- Board Action: Trustees were asked to let the Board President and Library Director know of any travel plans or if they are unavailable for any future meetings
- Orientation for new F&F Board members to take place on November 20th.

Adjourn

Krueger adjourned the meeting at 7:54 pm.

Minutes prepared by Joanna Stensland

Respectfully submitted,
Peter Johnson, Board Secretary

[attachments]

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

Resolutions from October 17, 2022

Weston moved to approve the October Consent Agenda. Lawson seconded the motion. Ayes all **(22-20)**

Hemphill moved to accept the Draft 2023 Budget and authorized staff to publish "Notice of Budget". Weston seconded the motion. Ayes all **(22-21)**

Johnson moved to approve the Loan Periods, Renewals & Holds Policy, which now includes the previous InterLibrary Loan policy. Dewey seconded the motion. Ayes all **(22-22)**

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

Peter Johnson, Secretary
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