

Estes Valley Public Library District
BOARD OF TRUSTEES MEETING MINUTES
Monday, November 21, 2022 at 6:30pm
Estes Valley Library / Wasson Room / Zoom

Call to Order / Welcome – Board President John Krueger, called the meeting to order at 6:36 pm. The following were present:

TRUSTEES:

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

FRIENDS & FOUNDATION LIAISON: Ann Finley, Sarah Walsh (via Zoom)

STAFF: Claudine Perrault; Cindy Seckman; Joanna Stensland; Eric White

GUESTS: Laurie Graves, Consultant Graves Consulting (via Zoom); Keith Berndtson

Public Comments: Keith Berndtson commented on the expenditures on digital collections versus physical collections, expressing the wish that the Library purchase more physical books rather than digital books.

Consent Agenda

1. Board of Trustees Meeting Minutes: October 19, 2022
2. Income & Expense Year-to-date Report: October 2022
- ~~3. Public Hearing for Proposed 2023 Budget, Thursday Nov. 3, 2022: canceled due to weather~~

Hemphill moved to approve the November Consent Agenda. Lawson seconded the motion. Ayes all (22-23)

Guest Presentation (Zoom) - 2023 Compensation Study Results & Proposed Pay Structure: Laurie Graves, Consultant

Director Perrault introduced consultant Laurie Graves. The Library asked Laurie to review the compensation structure so as to remain competitive in the current market. Ms. Graves presented an overview of the review process and the results. Perrault thanked Laurie Graves for her excellent presentation. Perrault explained that the 5% recommended pay increase would be closer to 4% with the remainder going to PERA.

Public Hearing of the 2023 Proposed Budget

- Finance Committee - Treasurer Hemphill
At 6:58p Hemphill called to order the public hearing of the 2023 proposed budget. The final budget will be approved on December 12, 2022 at 6:30pm. The revised numbers are as follows:

Total **GENERAL FUND REVENUE** is \$ 2,588,155.

Total **GENERAL FUND EXPENDITURES** are \$ 2,544,930. Expenditures are divided into two categories: Services and Support.

SERVICES includes Circulation, Youth, Adult and Technical expenses. Service expenditures total \$ 1,585,953.

SUPPORT includes Administration, Building and Capital expenses. Support expenditures total \$ 958,978.

Total **CAPITAL FUND AVAILABLE** is \$ 236,112

Total **CAPITAL FUND EXPENDITURES** are \$ 150,000.

Perrault thanked Accountant Seckman for the Budget Highlights document. The budget was submitted on time and all 3 draft versions are available on the Library website. There are no major changes from the original draft. Perrault highlighted the \$54k that had been budgeted for compensation increases which is shown distributed accordingly in the current draft. Perrault expressed gratitude to the Town for allowing the Library to continue participating in their benefits program. The cost of benefits to the Library has increased about 10%. At this point the Library only has an estimate for liability, property and flood insurance. With 40% turnover of staff this year, consolidation is a priority for 2023.

Public comment from Keith Berndtson: Mr. Berendston questioned the 50k in the budget for the architect. He also questioned the cost of the newly budgeted handyman and the amounts budgeted for digital versus physical books. Mr. Berndtson suggested using the fund balance for physical books, and to keep books on the stacks for a longer period. He also raised the question of whether a 5% pay increase would be enough to close the gap between wages and the market.

There followed some discussion on the Community Needs Assessment and basing future building and other plans on the results. **STAFF ACTION:** Perrault will report back on physical versus digital checkouts at an upcoming meeting. Other sources of physical materials were mentioned such as Interlibrary loans and the libraries at the School District and Eagle Rock School.

There was some discussion on whether to use the long-term reserves to give an increase to wages over time.

Hemphill adjourned the public budget hearing at 7:17 pm.

Strategic Discussion & Reports

- Gov't Affairs Committee – President Krueger
The Board will vote at the January meeting to appoint new officers. The new President will appoint the committees and any special task forces.
Parking was a theme of the Community Needs Assessment responses. Staff and trustees were asked to present their ideas for best uses of the paid parking excess revenue. These ideas will be communicated to the Town's Parking Task Force.
The Presidents and Directors of the Library & the Friends & Foundation have met. Following the MOU, reimbursement for Walsh's salary and benefits has been requested and received.
- CNA Task Force - Vice-President Lawson & Weston
Lawson gave an update on the Community Needs Assessment. The consultant will be at the December study session to present the final results. There are already a few areas to focus on such as parking, communication, the website and program schedules.
- Finance Committee – Treasurer Hemphill
No report. Perrault updated the Board on the new Accounting Assistant. It has been going well with internal controls and segregation of duties.
- Library Report – Director Perrault
Perrault explained the difference in content between the Admin Report and the Quarterly Report. Perrault thanked Accountant Seckman for her summary of the FAMI law and decision. The President complemented the Admin Specialist and the Staff Development Committee on the excellent staff

development content and feedback. The State Library will facilitate the Library's next strategic planning process. Perrault is soliciting help to write up the final plan.

Perrault also highlighted the keystones on the 3rd Quarter Report and some of the deliverables. She complemented the Program Team for their excellent work in providing high quality programs to the public. The Program Team is looking into ways to increase attendance. Special mention was made of Reading with Bo, the Therapy Dog.

- Library Friends & Foundation Report - President Finley
Foundation President Ann Finley reported on the annual membership meeting which had 52 attendees. There are two new Friends & Foundation Board members. The Cliffhanger Bookstore has now changed to winter hours.

Action Items

- Gov't Affairs Committee – Krueger & Lawson
 - Resolution to Opt-out of FAMLI program
The President read the Resolution to Opt-out of the FAMLI program and to facilitate administration of the program for individual employees who opt-in.
Lawson moved to approve the Resolution to Opt Out of the FAMLI program. Johnson seconded the motion. Ayes all (22-24). Over 60% of staff who responded to the survey said they would not be interested in opting in.
 - Approve 2023 Library Closures (Holidays and Staff Development Day)
Krueger moved to approve the 2023 Library closures as outlined in the Board packet. Hemphill seconded the motion. Ayes all (22-25)
- Policy Committee - Johnson & Dewey
 - Approve Group policy set: Makerspace, Meeting Rooms, Program & Partner, and (new) Photography & Video Recording
Johnson moved to approve the Group policy set as presented. Dewey seconded the motion. Johnson reviewed the edits to the Group Policy set. The Photography & Video Recording policy is new. In the other 3 policies there were only minor edits. The new paragraph at the top of the Meeting Room Policy clarifies the prominence of the First Amendment in this policy set. Perrault highlighted the fact that we normally don't charge for programs although there is a clause allowing a fee should the need arise. **Ayes all (22-26)**

Upcoming Meetings of the Board of Trustees

- Study Session: Thursday, December 1, 2022, 6:30p - Wasson Board Room
 - Community Needs Assessment Report
- Regular Meeting: Monday, December 12, 2022 (one week early), 6:30p - Wasson Board Room

Other Events

- Friends & Foundation Board Meeting: Tuesday Dec 6, 2022
 - Colorado Gives Day
The President informed the Board that donations can already be made.
- Library CLOSED for Thanksgiving Holiday: Thursday & Friday, November 24 and 25, 2022

Perrault thanked Eric White for organizing the One Book One Valley book for trustees. The author is scheduled for February 6.

Adjourn

Krueger adjourned the meeting at 8.02 pm.

Minutes prepared by Joanna Stensland

Respectfully submitted,
Peter Johnson, Board Secretary

[attachments]

**ESTES VALLEY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**
Resolutions from November 21, 2022

Hemphill moved to approve the November Consent Agenda. Lawson seconded the motion. **Ayes all (22-23)**

Lawson moved to approve the Resolution to Opt Out of the FAMLI program. Johnson seconded the motion. **Ayes all (22-24)**

Krueger moved to approve the 2023 Library closures as outlined in the Board packet. Hemphill seconded the motion. **Ayes all (22-25)**

Johnson moved to approve the Group policy set (Makerspace, Meeting Rooms, Program & Partner, and Photography & Video Recording) as presented. Dewey seconded the motion. **Ayes all (22-26)**

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

Peter Johnson, Secretary
Estes Valley Public Library District
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