

Estes Valley Public Library District
BOARD OF TRUSTEES MEETING MINUTES
Monday, December 12, 2022 at 6:30pm
Estes Valley Library / Wasson Room

Call to Order / Welcome – Board President John Krueger, called the meeting to order at 6:34 pm. The following were present:

TRUSTEES: John Krueger, President; Lynn Lawson, Vice-President; David Hemphill, Treasurer; Pete Johnson, Secretary; Kay Weston (by phone)

ABSENT: Beth Ellis; Anne Dewey

FRIENDS & FOUNDATION LIAISON: Sarah Walsh

STAFF: Claudine Perrault; Cindy Seckman; Joanna Stensland

Public Comments: None

Consent Agenda

1. Board of Trustees Meeting Minutes: November 21, 2022
2. Income & Expense Year-to-date Report (Draft): November 2022
3. Study Session - Community Needs Assessment: December 1, 2022

Lawson moved to approve the December Consent Agenda. Johnson seconded the motion. Ayes all (22-27)

Strategic Discussion & Reports

- Gov't Affairs Committee – President Krueger
Krueger updated the Board on the work of the Parking Task Force.
- Finance Committee – Treasurer Hemphill
 - Discussion of Final 2023 Budget
Hemphill highlighted the addition of the Capital expense. Perrault thanked Cindy for her budget highlights.
- Library Report – Director Perrault
 - Admin Report
Perrault thanked the Admin Team for their additions to the report. Questions received about physical vs. digital circulation were answered in the report. Board Action: Trustees are to submit to Perrault questions they would like to see covered at the April study session on Collections. Perrault highlighted the Library's Strategic Project Request to the Friends & Foundation.
- Library Friends & Foundation Report
Walsh updated the Board on the Friends & Foundation officer appointments. The budget and fundraising plan have been approved. These documents will be in the Board of Trustees' January Board packet.

Action Items

- Gov't Affairs Committee – Krueger & Lawson
 - Resolution to Adopt the 2023 Budget
Perrault reviewed the budget message.
Hemphill moved and Johnson seconded a motion 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 2023.

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 (22-28)

- Resolution to Set Mill Levy

Lawson moved and Hemphill 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 2023 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 2022.

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 (22-29)

- Resolution to Appropriate Sums of Money

Weston moved and Johnson seconded the motion to approve the resolution that the following sum is hereby appropriated from the revenue to fund purposes stated: General Fund \$2,564,991 and Capital Reserve Fund \$ 190,000.

Ayes all (22-30)

Perrault thanked the Finance Committee and Accountant Seckman for their work on the budget.

- Approval of Board of Trustee 2023 Meeting Dates

Krueger moved and Lawson seconded a motion to approve the 2023 Meeting Dates as included in the Board packet. Board Action: Trustees were asked to reserve these dates as best as they can and to let Perrault know if they are unable to attend. Board Action: Communicate any study session topic ideas to Perrault. The February 2 study session should be prioritized as it will be a training session for the Board. STAFF ACTION: Admin will send Google calendar invitations to trustees for each of 2023 meetings. **Ayes all (22-31)**

- Policy Committee - Johnson & Dewey

- Approval of Revised Employee Policy Handbook, effective January 1, 2023

Hemphill moved and Johnson seconded a motion to approve the Revised Employee Policy Handbook, effective January 1, 2023. Johnson reviewed the process of revising the Handbook, the main edit being to the Paid Time Off benefits which have been made competitive with other libraries. Employers Council tightened up the language and more appropriately captured the legal terms. Procedures that were previously included in the Handbook have been put into a new document that will go into the Staff Procedures Manual. STAFF ACTION: Staff will add more explanation on Workers Compensation to the Staff Manual. **Ayes all (22-32)**

Upcoming Meetings of the Board of Trustees

- No January study session
- Regular Meeting: Monday, January 16, 2023, 6:30p - Wasson Board Room

Other Events

- Holiday closures: December 24 & 25, 2022; January 1, 2023
- Library Friends & Foundation Board Retreat: January 12, 2023

Adjourn

Krueger adjourned the meeting at 7:12 pm.

Minutes prepared by Joanna Stensland

Respectfully submitted,
Peter Johnson, Board Secretary

[attachments]

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

Resolutions from December 12, 2022

Lawson moved to approve the December Consent Agenda. Johnson seconded the motion. **Ayes all (22-27)**

Hemphill moved and Johnson seconded a motion 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 2023.

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 (22-28)

Lawson moved and Hemphill 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 2023 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 2022.

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 (22-29)

Weston moved and Johnson seconded the motion to approve the resolution that the following sum is hereby appropriated from the revenue to fund purposes stated: General Fund \$2,564,991 and Capital Reserve Fund \$ 190,000. **Ayes all (22-30)**

Krueger moved and Lawson seconded a motion to approve the 2023 Meeting Dates as included in the Board packet. **Ayes all (22-31)**

Hemphill moved and Johnson seconded a motion to approve the Revised Employee Policy Handbook, effective January 1, 2023. **Ayes all (22-32)**

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

Peter Johnson, Secretary
Estes Valley Public Library District
Board of Trustees