

Estes Valley Public Library District
BOARD OF TRUSTEES MEETING MINUTES

Monday, March 20, 2023 at 6:30pm
Estes Valley Library / Wasson Room

Call to Order / Welcome – Lynn Lawson called the meeting to order at 6:31 pm. The following were present:

TRUSTEES: Lynn Lawson, President; Kay Weston, Vice-President; John Krueger, Secretary; Pete Johnson, Treasurer; Anne Dewey; Beth Ellis; David Hemphill

FRIENDS & FOUNDATION LIAISON: None

STAFF: Brad Maggetti; Claudine Perrault; Cindy Seckman; Joanna Stensland

Public Comments: None

Consent Agenda

1. Board of Trustees Meeting Minutes: February 20, 2023; March 2, 2023
2. Income & Expense Year-to-date Report: February 2023

Hemphill moved to approve the March 20 Consent Agenda. Weston seconded the motion. Ayes all (23-07)

Strategic Discussion & Reports

- Gov't Affairs Committee – Lawson & Weston
There was some follow-up discussion on the November 2022 Regular Board Meeting minutes. A clarification was made to show that there was an overall commitment from the Friends & Foundation for expenses in 2022, a budget item of 330k. A portion of this amount went to cover Sarah's salary and related expenses. A portion was also used during 2022 to pay for programs & other expenses of the Library. The remainder, about \$115,000, is still earmarked for the Library, but is being held currently by the Friends & Foundation until the Library requests it.
Board Action: Discussion on the remaining portion of the Friends & Foundation commitment will be added as an agenda item for the next meeting of the Library's and Friends & Foundation's Directors and Presidents.
- Finance Committee – Johnson & Hemphill
 - Johnson reported that revenue is ahead of expenditure. Colorado Trust yield increased to 4.77. Accountant Seckman finished Month 13. There was an error with the accounting of employee benefits but this has been corrected. The field work for the audit is complete and the auditor will present to the Board in May. STAFF ACTION: Staff will review all insurance programs to make sure the Library is well protected.
- Policy Committee - Krueger & Dewey
No report. The Committee plans to have policies to approve at the next meeting.
- Facilities Task Force – Hemphill & Krueger
 - Annual Facilities Audit & forecast
Perrault updated the Board on the items from the 2020 Facilities Audit. STAFF ACTION: Staff will add a status column to future audit reports to indicate whether an item is complete or deferred. It was suggested that there may be some urgency around fire caulking. STAFF ACTION: Staff will research and confirm what the grades represent.

Board Action: The Facilities Task Force will review the Facilities Audit Report line items and will take into account inflation when looking at budget. Fire caulking will be prioritized.

- Strategic Planning Task Force - Weston & Ellis
 - Project scope & progress report
Ellis reported on the Friday 10th Strategic Planning task force session. Using the Community Needs Assessment and analysis from staff, the task force came up with a draft of four goals. Ellis explained the next steps in the process. The process should be complete by late August for budgeting purposes.
- Director's Report - Director Perrault
 - Annual review of Library MOUs, IGAs and Contracts
Perrault thanked Cindy Seckman & Joanna Stensland for their work on gathering the contracts and MOUs. It was noted that most of the contracts are approved by the budget. Board approval is needed for contracts over \$10,000. STAFF ACTION: Perrault will find out more about the Wildfire Condo deposits and where the payment was coming from.

Perrault thanked the Board for inviting Kirby Hazelton, Communications Specialist, to present at the last meeting. Kathleen Kase will present on Collections at the April Study Session. Board Action: Trustees were invited to send their questions about Collections to Claudine prior to March 31. STAFF ACTION: Admin Specialist Stensland will ask for the Collections report to be sent out a few days before March 31st to give trustees time to review it.

- Friends & Foundation - Director Walsh
No report.

Action Items

- Gov't Affairs Committee – Lawson & Weston
No action items.
- Finance Committee
 - Approve Audio Visual Presentation System Upgrade Proposal from Wasson and Hondius Rooms by Ford AV for \$86,344. Presented by Brad Maggetti, Technical Services Supervisor **Krueger made a motion, seconded by Johnson, to approve the audio visual presentation system upgrade to Wasson & Hondius Rooms by Ford AV for \$86,344.** Brad Maggetti explained the need for an upgrade to the AV system. The goal is to have something that meets all the needs of the Program & Outreach Team and is also user friendly for the public. Ford AV stood out for various reasons and they can finish as early as the end of May. The life span of the equipment is about 10 years. The Fireside Theater is not included in the scope of the project. The process for increasing the budget was discussed. Board Action: The Finance Committee will discuss setting aside funds for future replacement and incorporating replacement funds into the Financial Management Policy. **Ayes all (23-08)** The trustees thanked Maggetti for this work on the project. STAFF ACTION: Coordinating with the Friends & Foundation, staff will get the word out to the public about the new meeting room AV system.

Upcoming Meetings of the Board of Trustees

- Study Session: Annual Collections Report, April 6, 2023, 6:30p (Wasson)
- Regular Meeting: April 17, 2023, 6:30p (Wasson)

Other Events

- Library stakeholder tour of Eagle Rock School: Friday, May 26, 2023. Logistics TBD
Trustees were asked to hold open the date to visit Eagle Rock School.

Adjourn

Lawson adjourned the meeting at 7:50 pm.

Minutes prepared by Joanna Stensland

Respectfully submitted,
John Krueger, Board Secretary

[attachments]

**ESTES VALLEY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**
Resolutions from March 20, 2023

(23-07) Hemphill moved to approve the March 20 Consent Agenda. Weston seconded the motion. **Ayes all.**

(23-08) Krueger moved and Johnson seconded a motion to approve the audio visual presentation system upgrade to Wasson & Hondius Rooms by Ford AV for \$86,344. **Ayes all.**

Lynn Lawson, President
Estes Valley Public Library District
Board of Trustees

John Krueger, Secretary
Estes Valley Public Library District
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