

Estes Valley Public Library District
BOARD OF TRUSTEES MEETING MINUTES

Monday, April 17, 2023 at 6:30pm
Estes Valley Library / Wasson Room

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

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

ABSENT: Anne Dewey; Beth Ellis

FRIENDS & FOUNDATION LIAISON: Sarah Walsh

STAFF: Cindy Seckman; Joanna Stensland

ABSENT: Claudine Perrault

Public Comments: None

Consent Agenda

1. Board of Trustees Meeting Minutes: March 20, 2023
2. Income & Expense Year-to-date Report: March 2023
3. Study Session April 6: Collections Report

Krueger moved to approve the April 17 Consent Agenda. Johnson seconded the motion. Ayes all. (23-09)

Strategic Discussion & Reports

- Gov't Affairs Committee – Lawson & Weston
Lawson reported on recent Committee actions which included the Director's Quarterly Check-In and Mid-Year Performance Review. She also informed the Board that the Friends & Foundation have requested that funds for the new audio-visual meeting room system be included in the Library's 2023 funds request to the Friends & Foundation.
- Finance Committee – Johnson & Hemphill
Johnson highlighted aspects of the Accountant's Report. The budget is on track and the ColoTrust yield is going up. Surplus funds have been transferred to the long-term reserve. There is a draft audit report before the Finance Committee and Auditor Uli Keeley will attend next month's Board meeting to make the official report. The contract for the audio-visual system has not yet been signed as the Library is still awaiting clarification on two small points. A resolution will be brought to the Board once there is spending on the project. The contract with Greenpoint Roofing has been signed.
- Policy Committee - Krueger & Dewey
The trustees will be considering an action item later in the meeting to approve a revised Safe Child Policy and Code of Conduct with Youth Addendum to the Employee Policy Handbook. All the Governance policies are also up for review this year. BOARD ACTION: Trustees are encouraged to review the by-laws.
- Director's Report
In Perrault's absence, Weston reported that the Collections Report at the Study Session went well. Walsh reported on the Friends & Foundation membership mailing which met the budget goal but new members are still welcome. The pre-Duck Race event may be canceled. A final decision will be made soon.
STAFF ACTION: Add discussion of the 1st Qtr Strategic Report to the May agenda.

- Facilities Task Force
Krueger expressed appreciation to Don Bryson for his help on the Facilities Task Force and to his brother for his help with the roofing project. The roofing work has been on the schedule to start on April 24th, but due to weather this will likely be delayed until May 1st. Two visits to other libraries have been scheduled by the Task Force in order to see their recent new construction or remodels, completed by architects of interest. There may be an opportunity for staff and other trustees to join the tours, or to conduct them on their own time.
- Strategic Planning Task Force - Weston
Weston invited Stensland to summarize the strategic planning process so far. On March 23, the State Library facilitated a session with staff to look at the draft goals and brainstorm some activities. **BOARD ACTION:** Gov't Affairs will plan a study session on the topic of the Strategic Plan before it comes before the Board for final approval.
- Friends & Foundation - Director Walsh
The financial audit is complete and the final 990 will be posted on the website. Staff will visit Cliffhanger as part of Staff Development Day. There was some discussion on allowing pets at Cliffhanger.

Action Items

- Policy Committee
 - Safe Child Policy
Krueger made a motion, seconded by Hemphill, to approve the revised Safe Child Policy and the new Code of Conduct with Youth Addendum to the Employee Handbook.
The Committee had some good discussion on the Safe Child Policy and received feedback from staff. Krueger reviewed the changes which included the addition of two new paragraphs at the beginning of the policy, the removal of one superfluous word in the main body of text and the addition of a Child Abuse Prevention paragraph, which was added so that the Library would be aligned with the Child Sexual Abuse & Accountability Act. There was a question about whether to include an age in the section on leaving children unattended. It was suggested that the procedures followed by staff cover any potential issues. **Ayes all. (23-10)**

Upcoming Meetings of the Board of Trustees

- Study Session: May 4, 2023, 6:30p (Wasson)
The review of the Strategic Plan proposal originally scheduled for this date might be postponed until a better time. The Gov't Affairs Committee will discuss other topic possibilities.
- Regular Meeting: May 15, 2023, 6:30p (Wasson)

Other Events

- Staff Development Day - Library Closure: April 20, 2023
- Stakeholder visit to Eagle Rock School: May 26, 2023
STAFF ACTION: Staff will confirm the time of the Eagle Rock visit and ask for RSVPs from trustees. Staff will also find out from trustee Ellis if there is space for any Friends & Foundation Board members to attend.
- Library Friends & Foundation Fundraiser: 8:30am-10am, May 5, 2023 - TBD

Adjourn

Lawson adjourned the meeting at 7:15 pm.

Minutes prepared by Joanna Stensland

Respectfully submitted,
John Krueger, Board Secretary

[attachments]

**ESTES VALLEY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**
Resolutions from April 17, 2023

(23-09) Krueger moved to approve the April 17 Consent Agenda. Johnson seconded the motion. **Ayes all.**

(23-10) Krueger moved and Hemphill seconded a motion to approve the revised Safe Child Policy and the Code of Conduct with Youth addendum to the Employee Policy Handbook. **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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