

**Estes Valley Public Library District
BOARD OF TRUSTEES MEETING MINUTES**

Monday, August 21, 2023 at 6:30pm
Estes Valley Library / Wasson Room

Call to Order / Welcome – Lynn Lawson called the meeting to order at 6:32 pm. The following were present:

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

FRIENDS & FOUNDATION LIAISON: None

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

GUESTS: Maryls Polson

Public Comments: None

Consent Agenda

1. Board of Trustees meeting Minutes: June 19, 2023
2. Income & Expense Year-to-date Report: June 2023
3. Income & Expense Year-to-date Report: July 2023
4. Study Session: Proposed 2024 - 2028 Strategic Plan - August 4, 2023

Hemphill moved to approve the August Consent Agenda. Weston seconded the motion. Ayes all. (23-19)

Staff Presentation

Brad Maggetti reviewed key Library statistics in the areas of expenditures, circulation, library visits, program attendance and staff per capita. Maggetti recommended looking at statistics annually, rather than biannually, to see the overarching trends.

The Board thanked Brad for his informative report.

Strategic Discussion & Reports

- Gov't Affairs Committee – Lawson & Weston
Lawson thanked trustees for sending in their Director appraisal forms.
- Finance Committee - Krueger & Hemphill
Krueger thanked Accountant Seckman for her excellent report. Interest rates have increased and because of this the Finance Committee has not looked into moving money into other savings vehicles. Krueger encouraged the Board to plan to pass the 2024 expense budget on schedule as normal. Even though the effects of Proposition HH remain uncertain, property values have increased and Accountant Seckman can give a fairly accurate income estimate. Preliminary income estimates from the State have also been fairly accurate in the past. STAFF ACTION: Accountant Seckman will talk with other

finance officers to find out how they are approaching budgeting in light of the uncertain income situation.

The Finance Committee would like to present the 10-year Forecast at the October study session since Accountant Seckman will be absent during the previously scheduled September study session.

- Facilities Task Force - Krueger & Hemphill
Hemphill reported on the Facilities Task Force visits to other libraries to view library designs to inform the planned renovation. The Task Force is recommending Studiotrope as the design/build company for the 2024 Library renovation. Studiotrope listened to the Library's needs and is willing to work with the Library on the scope and cost of the project. If necessary, the work can be done in phases to lessen disruption.
 - 2023 Aspirational Library Tours: Photos to inspire our proposed renovation.
Director Perrault presented photos from the task force's library tours, and the reasons for the renovation which included changing patron/staff behaviors, input from the CNA and that it is likely the Library will stay in the current facility for another 10 years.
Perrault thanked Stensland for her work on sorting the list of architects and locations to visit.
President Lawson thanked the Facilities Task Force for all their work.
- Policy Committee - Dewey & Ellis
No report.
- Director's Report
 - Admin Report
STAFF ACTION: Consider doing a Working Genius training with the Board.
 - 2nd Qtr Report
There were no questions or suggestions.
- Friends & Foundation
Lawson gave a short report from the Friends & Foundation.

Action Items

- Nominating Task Force - Dewey & Weston
 - Accept task force recommendations for three Library District Board of Trustees appointments:
 - Cynthia (Cindy) Morriss to fill the remainder of Peter Johnson's unfinished appointment ending on December 31, 2024
 - John (Kirt) Kirtland to fill a full 4-year term beginning January 1, 2024 and ending on December 31, 2027.

- Marlys Polson to fill a full 4-year term beginning January 1, 2024 and ending on December 31, 2027.

Weston moved to accept the Task Force recommendations for the 3 library district trustee appointments of Cynthia Morriss, Kirt Kirtland and Marlys Polson. Krueger seconded the motion. Weston reported that 10 excellent applications were received which made the decision difficult. Weston shared her decision to not seek another term, which opened a 3rd seat for one of the applicants. In the end the Nominating Task Force selected those who came with a lot of experience to fill specific needs. President Lawson thanked Weston and Dewey for the time spent in reviewing applications and interviewing candidates. **Ayes all. (23-20)**

- Facility Task Force - Hemphill & Krueger
 - Approve Studiotrope Design & GHPhipp's Construction as Design-Build team to create a Library renovation plan (conceptual design and engineering plans) at a cost not to exceed \$50,000.
Krueger made a motion to accept the recommendation from the Facilities Task Force that the team of Studiotrope Design & GHPhipp's Construction be awarded a contract to proceed with the initial design phase of a potential renovation of the District's library building at a cost not to exceed \$50,000. Hemphill seconded the motion. Ayes all (23-21)
- Finance Committee – Krueger & Hemphill
 - Approve addendum to existing Scope of Work with GreenPoint painting subcontractor for an additional \$13,040.51 to repair hail damage and apply stain as per scheduled maintenance on entire building exterior wood siding
Krueger moved to approve an extension to the scope of work with the GreenPoint painting subcontractor for an additional \$13,040.51 to repair hail damage & apply stain as per scheduled maintenance on entire building exterior wood siding. Ellis seconded the motion. Accountant Seckman explained the insurance claim and GreenPoint's scope of work. One third of the building received hail damage, but the budget included staining the entire building. Staff proposed that, for simplicity, Greenpoint's subcontractor takes care of staining all the building and not just the third with hail damage. With insurance payments and the 2023 budgeted amount, there is no extra out of pocket cost and the budget does not need to be increased. **Ayes all (23-22)**
- Strategic Plan Task Force - Ellis & Weston
 - Approve Library 5-year Strategic Plan, and updated Library District Vision, Mission and Values
Ellis made a motion to approve the Library 5-year Strategic Plan and updated Library District Vision, Mission and Values. Weston seconded the motion. Lawson expressed appreciation to Allison Cavis for facilitating a good discussion on the Strategic Plan at the study session. Perrault thanked the State Library, Sally Park, and the Strategic Plan Task Force for their help throughout the process. **Ayes all (23-23)**

Upcoming Meetings of the Board of Trustees

- Executive Session: September 7, 2023, 6:30p - Director Performance Review (Zoom)
- Regular Meeting: September 18, 2023, 6:30p (Wasson)
- Study Session: October 5, 2023, 6:30p - (topic revision) 10-year rolling Financial Forecast & 2024 Draft Budget Review (Wasson)

Other Events

- Holiday Closure: **Labor Day**, Monday September 4, 2023
- **Tour of Eagle Rock School** (rescheduled): Tuesday, September 19 at 8a
- Friends & Foundation **Annual Membership Meeting**: Friday September 29, 6p (Fireside Theater)
Perrault invited trustees to attend, and connect with library supporters.

Adjourn

Lawson adjourned the meeting at 8:14 pm.

Minutes prepared by Joanna Stensland

Respectfully submitted,
Anne Dewey, Board Secretary

[attachments]

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

Resolutions from August 21, 2023

(23-19) Hemphill moved to approve the August Consent Agenda. Weston seconded the motion. **Ayes all.**

(23-20) Weston moved to accept the Nominating Task Force recommendations for the 3 library district trustee appointments of Cynthia Morriss, Kirt Kirtland and Marlys Polson. Krueger seconded the motion. **Ayes all.**

(23-21) Krueger made a motion to accept the recommendation from the Facilities Task Force that the team of Studiotrope Design & GHPhipps Construction be awarded a contract to proceed with the initial design phase of a potential renovation of the District's library building at a cost not to exceed \$50,000. Hemphill seconded the motion. **Ayes all**

(23-22) Krueger moved to approve an extension to the scope of work with the GreenPoint painting subcontractor for an additional \$13,040.51 to repair hail damage & apply stain as per scheduled maintenance on entire building exterior wood siding. Ellis seconded the motion. **Ayes all.**

(23-23) Ellis made a motion to approve the Library 5-year Strategic Plan and updated Library District Vision, Mission and Values. Weston seconded the motion. **Ayes all.**

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

Anne Dewey, Secretary
Estes Valley Public Library District
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