

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

Monday, October 16, 2023 at 6:30pm
Estes Valley Library / Wasson Room

Call to Order / Welcome – Lynn Lawson called the meeting to order at 6:30 pm. The following were present:

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

ABSENT: Beth Ellis

FRIENDS & FOUNDATION LIAISON: Kathy Groesbeck; Sarah Walsh

STAFF: Claudine Perrault; Cindy Seckman; Joanna Stensland

GUESTS: Marlys Polson, John Kirkland

Public Comments: None

Consent Agenda

1. Board of Trustees meeting Minutes: September 18, 2023
 2. Income & Expense Year-to-date Reports: August & September 2023
 3. October 5, 2023 Study Session: 10-Year Rolling Plan & Draft Budget
- Dewey moved to approve the October Consent Agenda. Hemphill seconded the motion. Ayes all. (23-26)**

Strategic Discussion & Reports

- Gov't Affairs Committee – Lawson & Weston
Perrault & Admin Specialist Stensland are organizing an orientation day for new and current trustees. More details to follow. Staff is also planning a deep dive into Financials for new Board members.
Groesbeck, Walsh, Perrault & Lawson recently held one of their quarterly meetings. They discussed funding of the 2024 Library renovation and the plan for a social gathering on January 9, for the two boards at Friends & Foundation President Groesbeck's home. More information to follow.
Government Affairs is working on Perrault's contract and should have it completed before the end of the year.
Dewey gave a short report on the time spent at the Colorado Association of Libraries Annual Conference.
- Finance Committee - Krueger & Hemphill
Krueger referred to Accountant Seckman's summary in the Admin Report. Krueger complimented the staff on their work. We expect the usual Resolutions for the 2024 Budget: Mill Rate; Budget; Allocation. Following guidance from the Special District Association, there may be a 4th resolution on retaining property tax revenue.
- Facilities Task Force - Krueger & Hemphill

Hemphill updated the Board on what has happened to date with the renovation process. The design/build team was at the Library for two full days in early October for design meetings with the Library Board Facilities task force, staff leadership, and to gather input from patrons. The pricing and scoping of the project will happen in December. This will require not only the design aspects, but also the necessary measures to bring the building up to building code and ADA requirements. The dates of the renovation work have not yet been determined.

- Director's Report

Perrault made special mention of Janet Antozzi's contribution to the report and her good work with numerous facility vendors.

Perrault also highlighted the Community Needs Assessment (CNA) report and thanked the Friends & Foundation for their help in funding the CNA research. The Library asked the community for input via the CNA and has used the information to be more responsive to needs, again soliciting further input on different subjects. In the CNA report in the Board packet, each supervisor has noted how they have concretely addressed suggestions from the community.

The current MOU with the Friends & Foundation is up for revision. The draft is nearly complete. Staff are working on final steps and dates.

- Library Friends & Foundation

President Groesbeck expressed there has been good communication between the two boards. The Friends & Foundation is planning a special author event next September and is working on a fundraising plan. On November 1, in association with Colorado Gives Day, the Friends & Foundation will send out a request for funds. The Board will be at its full complement of 11 members at the beginning of 2024. Walsh added that there is excitement on the Friends & Foundation Board for the Library vision. Cliffhanger is closed next Monday for 5 days.

Action Items

- Gov't Affairs Committee - Lawson & Weston

- Trustee Appointments

Dewey moved to accept the official appointments as follows.

- **Cynthia (Cindy) Morriss filling the remainder of Peter Johnson's unfinished appointment ending on December 31, 2024**
- **John (Kirt) Kirtland filling a full 4-year term beginning January 1, 2024, and ending on December 31, 2027.**
- **Marlys Polson filling a full 4-year term beginning January 1, 2024, and ending on December 31, 2027.**

The motion was seconded by Weston. Krueger thanked the Nominating Committee for recommending such excellent candidates. **Ayes all (23-27)** Lawson thanked the new trustees for their interest in serving the Library.

- Approve 2024 Library Closures

Morriss moved to approve the 2024 Library Closures. Krueger seconded the motion. Perrault noted that the closures were the same as last year with 8 standard holidays and 2 staff floating holidays. One of the closures is for Staff Development Day. **Ayes all. (23-28)**

- o Approve 2024 Board Meeting Dates

Dewey moved to approve the 2024 Board Meeting Dates. Hemphill seconded the motion. The March 7 date will be noted as a study session, not a regular meeting. The January 4 date is tentative, depending on the outcome of Proposition HH.

STAFF ACTION: Upon approval staff will add the 2024 meeting dates to the Board of Trustees Google Calendar. **Board Action:** Board members were invited to add their absences to the Trustee calendar or let Perrault know of any absences.

Ayes all. (23-29)

- Finance Committee - Krueger & Hemphill
 - o Accept 2024 Draft Budget

Krueger moved to receive the 2024 Draft Budget. Hemphill seconded the motion. The revised Board packet has the updated draft version. There were minor changes following the October Study Session. The Finance Committee met and moved \$900,000 out of the category of revenue because it was an account transfer, not income. This changed the number for total revenue for 2024. Expense numbers are higher due to the renovation budget. Krueger also highlighted the lost revenue provision from the County based on a recent Senate bill. Tax revenue is anticipated to rise. Expenditure changed slightly from the numbers given at the Study Session. **Ayes all. (23-30)** Lawson thanked the Finance Committee and Accountant Seckman for all their work. **STAFF ACTION:** Lawson directed Perrault to publish the notice of budget.

Upcoming Meetings of the Board of Trustees

- Study Session & 1st of 2 Public Budget Hearings: November 2, 2023, 6:30p (Wasson/hybrid)
- Regular Meeting & 2nd of 2 Public Budget Hearings: November 20, 2023, 6:30p (Wasson/hybrid)

Other Events

- Friends & Foundation Board Meeting: Monday October 16, 2023, 10a (Hondius Room).

Adjourn

Lawson adjourned the meeting at 7:16 pm.

Minutes prepared by Joanna Stensland

Respectfully submitted,
Anne Dewey, Board Secretary

[attachments]

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

Resolutions from October 16, 2023

(23-26) Dewey moved to approve the October Consent Agenda. Hemphill seconded the motion. Ayes all.

(23-27) Dewey moved to accept the official appointments as follows.

- **Cynthia (Cindy) Morriss filling the remainder of Peter Johnson's unfinished appointment ending on December 31, 2024.**
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The motion was seconded by Weston. Ayes all.

(23-28) Morriss moved to approve the 2024 Library Closures. Krueger seconded the motion. Ayes all.

(23-29) Dewey moved to approve the 2024 Board Meeting Dates. Hemphill seconded the motion. Ayes all.

(23-30) Krueger moved to receive the 2024 Draft Budget. Hemphill 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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