

Estes Valley Public Library District
BOARD OF TRUSTEES MEETING MINUTES
Monday, November 20, 2023 at 6:30pm
Estes Valley Library / Wasson Room / Hybrid

Call to Order / Welcome – Kay Weston called the meeting to order at 6:29 pm. The following were present:

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

ABSENT: Lynn Lawson, President

FRIENDS & FOUNDATION LIAISON: Sarah Walsh

STAFF: Claudine Perrault; Cindy Seckman; Joanna Stensland

GUESTS: Marlys Polson, John Kirkland

Public Comments: Marlys Polson expressed her support for a property tax rollback given the number of people in Estes Park struggling with housing issues.

Consent Agenda

1. Board of Trustees meeting Minutes: October 16, 2023
2. Income & Expense Year-to-date Reports: October 2023
3. 1st of 2 Public Budget Hearing Minutes

Krueger moved to approve the November Consent Agenda. Hemphill seconded the motion. Ayes all. (23-31)

Public Hearing of the 2024 Proposed Budget

At 6:33p Krueger called to order the 2nd of 2 public hearings of EVPLD of the 2024 proposed budget. The final budget will be approved by the Library Board of Trustees on December 11, 2023 at 6:30pm.

- Public Comment
Krueger outlined the procedure for public comments.
- 2024 Draft Budget Overview
The revised numbers are as follows:

Total **REVENUE** is **\$3,566,418**.

FUNDRAISING for Building Renovation **\$600,000**

Transfer from **Long Term Reserves** is **\$900,000**

Total Available Funds: \$5,066,418

Total **EXPENDITURES** are **\$4,859,268**. Expenditures are divided into two categories: Services and Support.

SERVICES includes Circulation, Youth, Adult and Technical expenses. Service expenditures total **\$1,719,294**.

SUPPORT includes Administration, Building and Capital expenses. Support expenditures total **\$3,139,975**.

Accountant Seckman outlined some of the changes shown in the latest draft versions. These included:

- Revenue increase of \$108,850.
 - Removed \$6,500 of grant money that went to the Library Friends & Foundation.
 - Long-term reserves were presented as a distinct item as well as the \$600,000 the Library is requesting from Friends & Foundation fundraising.
 - \$7,000 was added to the adult fiction budget so extra copies of popular titles can be purchased and hold wait times reduced. Legal expenses were increased to \$4,000. Duct cleaning was set at \$15,000.
 - Flood insurance costs are up 15%.
 - There is a 60% increase in air ambulance premiums
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- Budget Hearing / Public Comment
There were no public comments

Comments from the public may be received until Monday, December 11th at 6:30p. The final 2024 budget will be presented to the Board of Trustees for adoption and appropriation on December 11, 2023.

Krueger adjourned the 2nd of 2 public budget hearings at 6:47p.

Strategic Discussion & Reports

- Gov't Affairs Committee – Weston & Lawson
 - Officers & Committees
President Lawson will be reaching out to trustees to discuss officer and committee positions for next year.

The Library's Property and Liability insurance has not been renewed by the provider. Staff is researching other insurance options including special district insurance pools.
- Facility Task Force - Hemphill & Krueger
 - The Design Advisory Group reviewed design proposals and discussed how they align with the Library's renovation priorities. We learned that the resources allocated (time and money) are not adequate to achieve the results we seek. As such, and with the intent of better using the design-build professionals' skill set, all while factoring in the busy holiday season, the group has decided to adjust the timeline back 6-8 weeks. The DAG will receive revised draft design in January and firm pricing in February, which will allow the plan to better meet the vision while we look at a phased approach for fundraising purposes. The ultimate goal remains constant: that we provide the best library experience while ensuring taxpayer and donor dollars are spent wisely.
- Finance Committee – Krueger & Hemphill
Accountant Seckman gave a legislative update. The Senate has passed a \$50,000 property tax exemption for residential property. Larimer County will soon announce the date of final valuations. The exemption means the Library will experience a \$109,000 revenue drop. There will also be no backfill going forward.
 - 2023 Budget Estimated Surplus

- The estimated surplus has gone down. The estimated amount is now under \$100,000.
- o Property Tax Revenue - Discussion of impact & options
There will likely be an increase in property tax revenue, but most of this increase is spent in the proposed budget. The Finance Committee recommends that the mill levy is not reduced, that instead the Library put some funds in reserves to prepare for the future. The Legislature may continue to seek a reduction in property tax rates. Staff has been preparing for messaging.
 - Library Report – Director Perrault
 - o Monthly Admin Report
The new website release has been pushed back a month to align with the public calendar product launch. There were no other questions from trustees.
 - o Q3 Strategic/Operating Update
Krueger noted that there has been progress in almost every Objective. There was some discussion of circulation trends. There will be a full report on material acquisitions and circulation at the April Study Session.
 - Library Friends & Foundation
Walsh reported that all 5 new Foundation Directors have been through orientation. Other activities are reported on in the Admin Report.

Action Items

- Gov't Affairs Committee – Weston & Lawson
No action items.
- Policy Committee - Dewey & Ellis
 - o Approve Internet Policy revision
Dewey moved to approve the Internet Policy revisions. The motion was seconded by Morriss. These revisions were in response to changes in the nature of the Internet and the manner in which it is used in the Library and on the Library's computers. The Committee thanked Brad Maggetti who supported the revisions with research and edits. **Ayes all (23-32)** **STAFF ACTION:** *Perrault will add the edited copy of the Internet Policy to BoardShare.*
- Finance Committee
 - o Capital Reserve Fund Resolutions
 - Resolution to Recognize Insurance Proceeds for Roof Repair of \$44,012.25.
Krueger moved to approve the Resolution to Recognize Insurance Proceeds for Roof Repair of \$44,012.25. The motion was seconded by Hemphill. Krueger explained that, at the direction of the auditor, 2 budgets were approved last year. Because of that, any extra funds coming out of the Capital Reserve has to be approved. The insurance proceeds affected the Capital budget. This resolution helps the Library remain consistent in its reporting to the State. **Ayes all (23-33)**
 - Resolution to Approve Final Roof and Siding Expenses of \$37,850.
Krueger to accept the Resolution to Approve Final Roof and Siding Expenses of \$37,850. Dewey seconded the motion. Ayes all (23-34)

Upcoming Meetings of the Board of Trustees

- ~~Board Study Session: December 7, 2023, 6:30p~~
The Study Session has been canceled.
- Regular Meeting: December 11, 2023, 6:30p
- Hold January 4: Action Item: Trustees are requested to hold the date of January 4th, 2024 in case a supplementary Budget meeting is needed.

Other Events

- Friends & Foundation Board Meeting: Tuesday, December 5.
 - Colorado Gives Day
- Library CLOSED for Thanksgiving Holiday: Thursday & Friday, November 23 and 24, 2023

Adjourn

Weston adjourned the meeting at 7:42 pm.

Minutes prepared by Joanna Stensland

Respectfully submitted,
Anne Dewey, Board Secretary

[attachments]

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

(23-31) Krueger moved to approve the November Consent Agenda. Hemphill seconded the motion. **Ayes all.**

(23-32) Dewey moved and Morriss seconded a motion to approve the revised Internet Policy. **Ayes all.**

(23-33) Krueger moved and Hemphill seconded a motion to approve the Resolution to Recognize Insurance Proceeds for Roof Repair of \$44,012.25. **Ayes all.**

(23-34) Krueger moved and Dewey seconded a motion to accept the Resolution to Approve Final Roof and Siding Expenses of \$37,850. **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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