



Call to Order / Welcome – Lynn Lawson, President

Public Comments - *The public is invited to provide comment at the beginning of each regular meeting. Any person or group wishing to speak is requested to sign in prior to the meeting indicating the issue they are addressing. The time for comments is limited to 3 minutes. The Board will listen but may not comment and no action will be taken during the time period. However, the full Board may give direction to staff following a presentation.*

Consent Agenda

The President / presiding Officer will remove any Consent Agenda item upon request by any Board Member. Items removed upon request will be considered separately by the Board immediately following action on the remaining Consent Agenda.

1. Board of Trustees meeting Minutes: August 21, 2023

Strategic Discussion & Reports

- Gov't Affairs Committee – Lawson & Weston
- Finance Committee – Krueger & Hemphill
- Facilities Task Force - Hemphill & Krueger
- Library Report – Director Perrault
- Library Friends & Foundation Report - President Groesbeck & Exec. Director Walsh

Action Items

- Policy Committee - Dewey & Ellis
 - Approve Free Speech Policy set: Distribution of Material and Solicitation; Exhibits & Displays, and Petitions, Campaigns & Electioneering

Upcoming Meetings of the Board of Trustees

1. Board Study Session: October 5, 2023, 6:30p: 10-year rolling Financial Forecast & 2024 Draft Budget Review (Wasson / Zoom hybrid)
2. Board Regular Meeting: October 16, 2023, : 6:30p (Wasson / Zoom hybrid)

Other Events

- Tour of Eagle Rock School - *rescheduled*: Tuesday, September 19 at 8a
- Friends & Foundation Annual Membership Meeting: Friday September 29, 6p (Library)

Adjourn

LIBRARY MISSION STATEMENT:

To bring people, ideas and opportunities together
for the enrichment of our community

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
Board of Trustees

Draft 2024 Library Board of Trustees Meeting Dates

Library Trustees hold four types of meetings, all but one of which is open to the public:

1. Regular meetings are generally held on the **3rd Monday / month, 6:30p – 8:30p**
2. Study Sessions are generally held on the **1st Thursday / month, 6:30p - 8:30p**
3. Public Budget Hearings are held **during November meetings.**
4. Executive Sessions are held as needed, most often to discuss the Director’s performance. Ex. Sessions are meetings-within-meetings and the only block of time closed to the Public.

Date	Type of Meeting	Topic
January 4	Trustee Training Day (Tentative)	Trustee Responsibilities; Parliamentary Procedures,; Working Genius, and more.
January 15	Regular	
February 8	Study Session	Working Genius
February 19	Regular	
March 7	Regular	Reconsideration Training Review
March 18	Regular	
April 4	Study Session	Annual Collections Report
April 15	Regular	
May 2	Study Session	
May 20	Regular	
June 6	Study Session	
June `17	Regular	
July - no meetings	-----	----
August 1	Study Session	
August 19	Regular	
September 5	Executive Session	Annual Evaluation of Director
September 16	Regular	

October 3	Study Session	10-year rolling Financial Forecast Draft Budget Review
October 21	Regular	Official Draft 2025 Budget
November 7	Study Session	1st of 2 Public Budget Hearings
November 18	Regular	2nd of 2 Public Budget Hearings
December 9 (one week early)	Regular Meeting	Adopt 2025 Budget

Topics for future consideration:

- Talking with Elected Officials
- Strategic Plan - Annual or biannual review



ESTES VALLEY LIBRARY

Monthly Administration Report September 2023

Financials - Seckman

August 2023 YTD Budget Report: August revenue was not available before the Accountant left for vacation. August financial information will be presented in October, along with September financial information.

Capital Reserve Fund Budget Report: With 66.67% of the year complete, total revenue is at 139%, and total expenditures are 54%.

ColoTrust PLUS Account Daily Yield is up to 5.4778% on August 31st from 5.4115% on July 31st.

A review of all insurance policies is in process. Due diligence will be complete in time for the 2024 budget process.

Property Tax Update:

Unknowns:

- None left, except whether the vote for HH will pass AND how the supreme court will rule :)

Knowns:

- Preliminary Certification of Valuation was received from the Larimer County Assessor on August 25th.
 - This preliminary valuation was based on current law (SB 22-238) and came in at \$2,767,165.
 - Larimer County is preparing a schedule that will provide a preliminary valuation based upon SB 23-303 and Proposition HH. This information is due to all jurisdictions by September 15th.
- Proposition HH will be on the ballot in November. As such, Final Certification of Valuation and Mill Levy Certification will be delayed as follows:
 - Deadline for Assessors to certify final assessment is extended from December 10th to December 29th.
 - Deadline to certify mill levy is extended from December 15th to January 5th.
- If Proposition HH passes in November, the possible difference in revenue will be significant enough (a very high level estimate is between \$100k and \$150k) to warrant the preparation of two budgets.
- Local government's whose 'real property' assessed value has increased by more than 20% from 2022 assessed values (referred to as the '20% trigger') will not receive backfill of lost revenue under SB23-303. Available data shows that Larimer County property values increased between 37% and 63%. Estes Park values increase by ~43%.

Facilities - Antozzi

Exterior Siding - High Point Painting applied exterior stain to the building, first week of September.

Carpet/Mitigation - Briggs Carpet Care completed carpet cleaning on Labor Day and also mitigated a fungi/mushroom problem in the carpet on the northwest corner of the building. The problem originated from the heavy rains we have had this summer, seeping water into the building on the northwest corner. The Town of Estes Park generously repaired the drainage system outside of the library the next day. This revealed upon the next rain day, a remaining issue with the library building's gutter system. This will be addressed shortly.

Roof - GreenPoint Roofing and a GACO representative arrived September 13th to inspect the GACO Sealant on the roof. The sealant adhesive passed GACO's inspection. We continue to await a copy of the GACO 20 year warranty. While GreenPoint Roofing was here they collaborated with handyman Bo Ostrander who sealed the HVAC seams. This work was done to prevent additional water leakage in the MakerSpace and Children's room. Next steps:

- 1) GreenPoint will pay the handyman to replace the water stained ceiling tiles in both rooms.
- 2) MakerSpace - GreenPoint Roofing will complete additional repair work to the shingled roof (there was recently a problem with the drainage around a nail).
- 3) Children's Room - to see if there are additional problems due to GACO sealant or HVAC seams that need to be sealed.

Communications - Hazelton

A pillar of the Communications & Marketing Strategic Plan is to acquire data that can better inform future marketing decisions. Over the past several months, we have been reviewing more comprehensive data sources and sets, primarily in the digital sphere since data is easily, readily, and reliably available. Our e-newsletter, which is sent on Fridays, is a consistent source of substantial conversion, which means that folks are opening the email, reading the content, and clicking on a link to take action, like visiting a landing page on our website or signing up for a program. This is called a "click-through" and we track the overall click-through-rate along with the unique click-through-rate, which helps us see how many individual users are taking action. In other words, we want to see more broadly how many individuals clicked a link, vs. a more general click-through-rate that may have been inflated by an individual who opens an email and clicks all over the place. The latter is still valuable, but since one of our CNA goals is to **find ways to educate the community on all the Library offers**, unique clicks tell us if our message is spreading farther. Over the past 60 days, our clicks per unique opens has increased 14%, which shows us that more folks are learning about what we offer and most importantly, deciding to take action. (And for the record, our general click-through-rate is up, too! To the tune of about 8%.)

Technical Services - Maggetti

Ford AV completed installation and programming of our new AV equipment in both the Wasson and the Hondius rooms. We are training staff and patrons with direct one-on-one experience and taking feedback from these sessions to create simple documentation. So far, it is intuitive to use, and patron groups have already used the system with limited guidance. Program team has also used the system for hybrid meetings. Testing is looking good, and we are still in contact with the engineers at Ford who have been great about answering our questions and working with us to tweak the interface as needed.

We completed a “beta test” of the new website, to meet the CNA goal of **streamlining the library’s website navigation and event registration**. We sent a test version of the site to several library patrons, staff, volunteers, and the teen advisory council. With the test version of the site, we gave everyone a list of tasks to complete which were specifically designed to reveal the user experience as it pertains to navigation: how do people expect to find what they’re looking for to access the library’s services through our website, including the catalog and calendar. We received responses from every demographic tested. The next step is applying lessons learned to the new website and working with the communications specialist to selectively migrate the content over to the new, easier-to-navigate website (we know it is because the beta testers told us!).

At the risk of this significant news appearing to be a footnote, we recently learned that the product powering **our longstanding library calendar, Evanced, is being discontinued by its parent company**. The timing could be worse as we’ve been in development of the new website. While seeking out a new platform for our calendar was not part of the plan yet, we’ve already started evaluating products and preparing to transition from Evanced to a new platform (including integration with our new website) by end March, 2024 when the current calendar sunsets.

School has started and our Village Catalog is up and running. We have **a new liaison with the local school district, the new librarian at the elementary school Jen Maley**. While helping to onboard her with our systems, we are taking this opportunity to revitalize our partnership with local schools.

Finally, we received the good news that we have been **awarded a micro-grant in the amount of \$6,500** from the [State of Colorado’s Statewide Internet Portal Authority](#). The funds will offset the cost of a comprehensive website audit and remediation project to achieve full AA compliance with WCAG 2.1 accessibility standards on the new website. We had already included in our budget request to start this project in Q1 of 2024 and now thankfully this request comes with revenue.

Patron Services - Wisneski

Unique Management Collection Report: For August, a total of 70 records totaling \$13,537.53 was turned over to Unique Management. First letters were sent within a couple of weeks. By August 31, 3 patrons paid a total of \$168 and returned \$142 in materials.

HR - Stensland

We have **welcomed two new staff members** this month: Scott Sprague joined the Patron Services Team and Susan de la Cruz Castillo joined the Program & Outreach Team.

The HR Team has finalized the Library's procedures for Working With Youth in response to SB21-088 Child Sexual Abuse Accountability Act. We had a staff training at the end of August on these procedures and by the end of September all staff will have completed Mandatory Reporter Training.

Director's Report - Perrault

Trustee Onboarding: Joanna and have been working on a Trustee Training Day for all trustees, for January 2024. However, we plan to have Cindy Morriss' initial onboarding completed in time for the October 2023 meeting, as it is possible both appointing bodies will have approved her seat on the Library Board.

Now is a good time for trustees to look at their 2024 travel plans and compare it to the Draft 2024 Board of Trustee Meeting Calendar. Please let Claudine and President Lynn know of any conflicts. The proposed calendar will likely be approved at the October regular meeting.

Proposal to review policies once every 5 years: The Board Policy recommends an operational change to Board practice: Rather than reviewing all District policies at least once every 3 years, the preference is now once every 5 years. The last few years have demonstrated that the policies are fairly strong, and that the editing and review process is taking time away from what are likely more valuable Board tasks and duties. To ensure that policies do not become outdated, the committee will review two, rather than three policy sets each year; to have policies requiring more immediate action reviewed/revised at whatever frequency is required; and the Staff Handbook will continue to receive Employers Council updates on whatever basis is required by law and by our own internal HR changes.

Library Friends & Foundation - Walsh

We welcome Gary DeWaal, Celeste Fraser, Stacey Harding, Monica Koenig and Janet Zeschin to join the Friends of the Library – Foundation board in 2024.

Please join us at our annual meeting on September 29 at the Library at 6pm. One of the purposes of the meeting is to introduce and elect our 2024 Board of Directors. We are excited to have guest speaker Dr. Jim Pickering at this festive event. Please RSVP by September 23.

Exhibit & Display Policy

Estes Valley Public Library District (Library) exhibit and display spaces are designed to support Library programs and services. The Library also provides these spaces to community based organizations, agencies, and residents of the Estes Valley for the exhibition of, historical, artistic, educational, or other material of general interest to the community.

Areas designated for displays and exhibits are at the discretion of the Library Director based on available space. Library use of display areas takes precedence over any other use. The Library reserves the right, without notice, to cancel the use of the display areas by outside exhibitors for any reason.

[Requests for display space](#) will be considered in the order in which they are received. The Library Director shall accept or reject material offered for display based on its suitability and availability of display space.

The Library's provision of exhibit and display space to non-library related groups does not constitute sponsorship or endorsement of the policies, views, or beliefs of the group.

Please refer to the **Free Speech Policy set** for more information.

The Estes Valley Library **Exhibit and Display Policy** was adopted and approved by the Estes Valley Public Library District Board of Trustees on April 17, 2006 and revised on March 15, 2010, July 22, 2013 and September 19, 2016, reviewed on October 21, 2019 and revised on September 18, 2023.

Lynn Lawson, President

Anne Dewey, Secretary

Petition, Campaign & Electioneering Policy

The public sidewalks outside the Estes Valley Library are *traditional* public forums, not under control of the Library, where individuals are free to conduct any lawful activity. The Library building and grounds, including the outside entry, are *limited* public forums where individuals are not entitled to conduct the same scope of activities that they may do on the public sidewalks, and are subject to the restrictions of this Policy.

Persons circulating petitions for signatures or providing information may stand outside the Library building, so long as they do not block entrances or exits, damage Library property, or interfere with or harass patrons seeking to use the Library.

Except as set out in the following paragraph pertaining to election information, distribution of leaflets or other written material, requests for signatures on petitions, and stopping people to give information in any other form is not permitted inside the Library.

Official and nonpartisan election information, such as the Colorado State Voters' Pamphlets and the League of Women Voters Guide, will be distributed at the Library. The Library accepts political information on issues and candidates of interest to the citizens of the Estes Valley during election season and will make this material available to Library patrons in designated locations as space allows. Areas designated for political information are at the discretion of the Library Director based on available space. The Library takes no responsibility for acquiring or replacing materials, or for presenting a complete representation of issues and candidate literature.

The Library is adjacent to the Estes Park Town Hall, which is one of the customary locations of polling for the Estes Valley. State electioneering laws, set out in Section 1-13-714, Colorado Revised Statutes, provide that no person shall do any electioneering on the day of any election within any polling place or in any public street or room in any public manner *within 100 feet of any building in which a polling place is located*.

Electioneering includes campaigning for or against any candidate who is on the ballot or any issue or question that is on the ballot. On the day of any election, the Library will remove campaign materials.

Please refer to the **Free Speech Policy set** for more information.

Petitions policy was originally addressed in the Petitions and Solicitations Policy approved in March 2010.

The Estes Valley Library **Petition, Campaign & Electioneering Policy** was adopted and approved by the Estes Valley Library District Board of Trustees on July 22, 2013, revised on September 19, 2016, reviewed on October 21, 2019 and revised on September 18, 2023.

Lynn Lawson, President

Anne Dewey, Secretary

Solicitation & Distribution of Material Policy

The Estes Valley Public Library District (Library) provides space for display of a wide range of news and views of public interest on a first-come, first-served basis in designated locations. Such information may be in the form of free newspapers, brochures, fliers, notices, or posters. The quantity of literature to be displayed and the length of time it remains are at the discretion of the Library Director based on available space.

Materials for display may be submitted by organizations and individuals engaged in intellectual, charitable, civic, cultural, educational, and recreational activities. Such entities may submit items publicizing a specific event as well as items describing their purpose. Items that are not permitted for display include job postings, commercial advertising and material aimed at soliciting members, requesting donations, or selling merchandise.

The Library assumes no responsibility for the preservation or protection of these materials. Each item posted on the lobby bulletin board must be dated and signed by a Library staff member. The Library will remove and dispose of the item at the end of the specified time period. For more information, refer to the Library's [Posting Procedures](#).

The Library prohibits solicitation, advertising, promotion, vending, peddling or product sampling activities on library property, as it may interfere with the use or enjoyment of the library by library patrons.

Please refer to the **Free Speech Policy set** for more information.

Distribution of Non-Library Materials policy was originally adopted and approved on April 17, 2006 and revised on April 20, 2009. Solicitation was originally addressed in the Petitions & Solicitation Policy approved in March 2010.

The Estes Valley Library **Solicitation & Distribution of Material Policy** was adopted and approved by the Estes Valley Library District Board of Trustees on July 22, 2013 and reviewed on September 19, 2016 and revised October 21, 2019 and September 18, 2023.

Lynn Lawson, President

Anne Dewey, Secretary
