

Estes Valley Public Library District
BOARD OF TRUSTEES MEETING MINUTES
Monday, March 18, 2024 at 6:30pm
Estes Valley Library / Wasson Room / Hybrid

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

TRUSTEES: Lynn Lawson, President; Cindy Morriss, Vice-President; Anne Dewey, Secretary; David Hemphill, Treasurer; Beth Ellis; Kirt Kirtland

ABSENT: Marlys Polson

FRIENDS & FOUNDATION LIAISON: Kathy Groesbeck

STAFF: Jack Anthofer, Gretel Bock, Kay Lawson, Kelly Pemrick, Claudine Perrault, Cindy Seckman; Mark Sherman, Scott Sprague Joanna Stensland, Luke Stensland, Linda Wisneski

Public Comments: There were no public comments.

Consent Agenda

1. Board of Trustees meeting Minutes: February 19, 2024
2. Income & Expense Year-to-Date Report: February 2024
3. Study Session: Review of SB24-049 and 2024 Trustee Development: March 7, 2024
Kirtland moved to approve the March Consent Agenda. Morriss seconded the motion. Since the February Income & Expense report has not yet been reviewed by the Finance Committee, it was removed from the March Consent Agenda and will be moved to the Consent Agenda for April's meeting. **Ayes all. (24-10)**

Staff Presentation

The Patron Services Team introduced themselves and presented their responsibilities and projects to the Board.

Strategic Discussion & Reports

- Gov't Affairs Committee - Lawson & Morriss
President Lawson thanked trustees for a productive study session discussion earlier in the month.
 - Trustee development opportunities, next steps
Board Action: Trustees were encouraged to attend as many virtual training options as they were able and to attend one of the SDA in-person workshops in June.
Trustee Polson has expressed interest in attending this year's CALCON. President Lawson will plan to attend the SDA conference virtually. **Board Action:** The topic of trustee development will be added to the June Board meeting agenda.
STAFF ACTION: Admin Specialist Stensland will review available trainings to include in study sessions.

President Lawson reviewed the process for Director Perrault's Performance Goals. She emphasized that the Performance Goals document was not an appraisal but a tool to keep track of priorities.

- Finance Committee - Hemphill & Polson
 - "13th Month" Income & Expense Report 2023
Treasurer Hemphill thanked Accountant Seckman for her good work which led to no adjustments in the 13th month report which will be presented at the next meeting. The Finance Committee plans to change some of the wording on the public financial reports to give extra clarity. The Committee is working on the Finance Policy and will report at next month's Board meeting.
- Design Advisory Group - Polson & Hemphill
The Library has received new drawings from the architect. Director Perrault and Accountant Seckman are researching funding options. There will be an update at the April Board meeting.
- Library Report – Director Perrault
 - Monthly Admin Report
President Lawson referred to Communication Specialist Hazelton's report and its "takeaways". These are resources to help trustees speak to the public on Library matters. **Board Action:** In 6 months, the Board will decide if these takeaways are helpful to Library Board advocacy efforts.
 - Perrault highlighted Technical Services Supervisor Maggetti's report on Accessibility. Maggetti has taken the lead, with Admin Specialist Stensland's assistance, in reviewing and preparing for the new Colorado accessibility standards. The One Book One Valley (1b1v) report had better data this year for the qualitative and quantitative measures. The target of cost per attendee was met. **STAFF ACTION:** For the April meeting, staff will prepare data on comparative 1b1v trends.
 - Annual Review of Library Contracts, IGAs and MOUs
The question was raised as to whether this contract document was useful to the Board as the financial commitments are already clearly stated in the budget. **Board Action:** Discussion on the IGAs & MOUs spreadsheet was postponed to next month's meeting.
 - Annual Review of Library Facility Maintenance Plan
Perrault gave some background to the Facility Maintenance Audit. She thanked Operations Specialist Antozzi who worked with Stensland to create this new spreadsheet on which the ratings will be updated regularly. Some items would be included in a potential renovation. The suggestion was made to indicate 2024 ratings using a color coding system which would more clearly show maintenance priorities. **STAFF ACTION:** Staff will add a color coding system to the Facilities Maintenance Plan spreadsheet to show maintenance priorities.
 - 2023 Return-On-Investment (ROI) Report to Library Friends & Foundation

Perrault complimented the Program & Outreach Team for their work and contributions to the ROI report. The intent is to match the report to what the Library requests from the Friends & Foundation. This allows the Friends & Foundation to show to donors what their support does. **STAFF ACTION:** Staff will analyze staff tenure by position at the Library.

- Library Friends & Foundation (F&F) - Groesbeck, President
President Groesbeck reported on recent F&F events and projects. The F&F is recruiting business sponsors for their Special Event which has been moved from June 7th to June 14th. April 3rd will be the 5th anniversary of Cliffhanger Used Books.

Action Items

- Policy Committee - Dewey & Kirtland
Dewey reminded the Board of the policy sets which are up for review in 2024. The Employee Policy Handbook will be reviewed annually, rather than every 3-years, in order to keep up with ever-evolving HR legislation.
 - Approve revised Reconsideration of Library Resources policy.
Hemphill moved to approve the revised Reconsideration of Library Resources policy. Kirtland seconded the motion. A suggestion was made to emphasize that materials cannot be reconsidered again until a year has passed since the resolution of a previous reconsideration request for the same materials.
Dewey amended the motion and was seconded by Kirtland to approve the revised Reconsideration of Library Resources policy with the following paragraph to read: *Any Library resource under reconsideration will remain in service during the review process. The resource in question cannot be reconsidered within one calendar year from the resolution of a reconsideration request. Ayes all (24-11)*

Upcoming Meetings of the Board of Trustees

1. Study Session: April 4, 2024, 6:30p (Wasson Room)
 - a. Annual Collections Report & *Meet the Staff*: Technical Services Team
2. Regular Session: April 15, 2024, 6:30p (Wasson Room)
3. Staff Development Day April 18 - Library closed

Other Events

- **Maker March** is the monthly theme at the Library
- Friends & Foundation Board Meeting: Tuesday, March 19, 2024, 10a (Wasson Board Room)
- Library Giving Day & Cliffhanger 5-year Anniversary: Wednesday, April 3, 2024
- Next Library Closure - **Staff Development Day**: Thursday, April 18, 2024

President Lawson adjourned the meeting at 7:50 pm.

Minutes prepared by Joanna Stensland

Respectfully submitted,
Anne Dewey, Board Secretary

[attachments]

**ESTES VALLEY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**
Resolutions from March 18, 2024

(24-10) Kirtland moved to approve the March Consent Agenda. Morriss seconded the motion.
Ayes all.

(24-11) Hemphill moved to approve the revised Reconsideration of Library Resources policy.
Kirtland seconded the motion. Dewey amended the motion and was seconded by Kirt to
approve the revised Reconsideration of Library Resources policy.**Ayes all**

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

Anne Dewey, Secretary
Estes Valley Public Library District
Board of Trustees