

Estes Valley Public Library District
BOARD OF TRUSTEES MEETING MINUTES
Monday, April 15, 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; Marlys Polson

FRIENDS & FOUNDATION LIAISON: Sarah Walsh

STAFF: Claudine Perrault, Cindy Seckman; Joanna Stensland

Public Comments: There were no public comments.

Consent Agenda

1. Board of Trustees meeting Minutes: March 18, 2024
2. Income & Expense Year-to-Date Report: February 2024
3. Study Session: Meet the TS Team & Collections Report: April 4, 2024

Polson moved to approve the April Consent Agenda. Morriss seconded the motion. Ayes all (24-12)

Strategic Discussion & Reports

- Gov't Affairs Committee - Lawson & Morriss
Information is now available on the Special District Association (SDA) workshops. Board Action: Trustees should contact Perrault and Stensland if interested in attending. In June, there will be more discussion on the annual SDA conference. In August *Short Takes for Trustees* will be introduced at monthly Board meetings..
May's study session will be devoted to the renovation and bringing trustees up-to-speed with developments.
The Gov't Affairs Committee will meet with Perrault tomorrow to discuss performance goals.
- Finance Committee - Hemphill & Polson
The March financial report will be completed soon. The Committee had a meeting with a company about financing options. Details to come at the next study session. Today the Committee met with the auditor. The auditor has written a clean report for 2023 financial statements, which will be presented to the Board at the May regular session.
- Design Advisory Group (DAG) - Polson & Hemphill
On April 25 the DAG will meet to look at the current architect drawings and to discuss financing options.
- Library Report – Director Perrault
 - Monthly Admin Report

Much of the report answers previous questions from the Board. The Facilities Report has a new color-coding system. The tenure of Library staff compares well nationally.

- Children's Circulation Statistics Report - 2023

The numbers represent circulation from the Library building, not from the schools.

The numbers are encouraging. From a per capita point of view, our children's material circulation is above average. Perrault commended Children's Librarian Kozlowski for her work.

STAFF ACTION: Staff will include personnel changes in future Admin Reports. Perrault will be reaching out to an HR consultant for advice on staffing strategies.

- Annual MOUs/IGAs Report

Perrault thanked the Admin Team for their work on the MOUs/IGAs. The question was raised whether it was necessary for the Board to continue reviewing this report.

Board Action: When the Financial Management policy is revised, the question of the MOUs/IGAs trustee review will be revisited.

- Library Friends & Foundation (F&F) - Walsh, Exec. Director

In addition to the summary in the Admin Report, Walsh reported that on March 19 the 2023 audited financial statement was approved and the 990 approved on April 2. Walsh gave more information about the F&F special event on June 14.

Action Items

- Policy Committee - Dewey & Kirtland

- Approve revised Collection Development policy

Dewey moved to approve the revised Collection Development policy. Morriss seconded the motion. The Committee reported that the main goal of the revision was to make the policy more succinct yet maintaining the intent of the content. The revisions were also informed by suggestions from staff. President Lawson thanked the Policy Committee and the staff for their work. **Ayes all (24-13)**

Perrault updated the Board on SB24-049. If the bill passes, Library policies may need to adapt further. Board Action: The Policy Committee will review all policies and develop a recommended revision schedule which the Committee will present at the May regular session.

Upcoming Meetings of the Board of Trustees

1. Study Session: May 2, 2024, 6:30p (Wasson Room - in-person only)
 - Review of Library Renovation plan, funding and timeline
2. Regular Session: May 20, 2024, 6:30p (Wasson Room)

Other Events

- Friends & Foundation Board Meeting: no April meeting
- Next Library Closure - **Staff Development Day:** Thursday, April 18, 2024

President Lawson adjourned the meeting at 7:34 pm.

Minutes prepared by Joanna Stensland

Respectfully submitted,
Anne Dewey, Board Secretary

[attachments]

**ESTES VALLEY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**
Resolutions from April 15, 2024

(24-12) Polson moved to approve the April Consent Agenda. Morriss seconded the motion. **Ayes all.**

(24-13) Dewey moved to approve the revised Collection Development policy. Morriss 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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