

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

Monday, May 15, 2023 at 6:30pm
Estes Valley Library / Wasson Room

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

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

ABSENT: Beth Ellis; Pete Johnson, Treasurer

FRIENDS & FOUNDATION LIAISON: Sarah Walsh

STAFF: Jamie Murphy; Claudine Perrault; Cindy Seckman

Public Comments: None

Consent Agenda

1. Board of Trustees Meeting Minutes: April 17, 2023

Krueger moved to approve the May 15 Consent Agenda. Weston seconded the motion. Ayes all. (23-11)

Guest Presentation

- 2022 Audited Library Financial Report - Uli Keeley, Auditor, PBS
Auditor Keeley presented an unmodified opinion. The Auditor reported that the General Fund and Capital Reserve Fund are healthy. She also noted that total revenue was slightly below the estimate due primarily to income from grants and contributions being less than anticipated. Additionally, expenditures were below the estimate due primarily to staffing. Perrault and Krueger noted their decision to not request the entire amount committed by the Friends & Foundation in 2022. Keeley commended the Library for significant improvement in regards to implementing and documentation of controls. She recommended cross training for payroll.

Action Items

- Finance Committee
 - Accept 2022 Audited Financial Statements
Hemphill made a motion, seconded by Dewey to accept the 2022 Audited Financial Statements. Ayes All. (23-12)
 - Resolution to appropriate \$47,000 in additional funds from the Capital Reserve Budget for upgrade of Audio-Visual systems in meeting rooms.
Lawson made a motion, seconded by Krueger to appropriate \$47,000 in additional funds from the Capital Reserve Budget for the upgrade of the meeting room audio-visual systems. Ayes all (23-13)
- Policy Committee

- Approve revision of Governance policy set: *Public Comment, Trustee By-Laws, Trustee Code of Ethics, Executive Sessions, Standing Committees and Naming Rights*
Krueger made a motion, seconded by Dewey to approve the revision of the Governance policy set: *Public Comment, Trustee By-Laws, Trustee Code of Ethics, Executive Sessions, Standing Committees and Naming Rights* . Ayes All. (23-14)

Strategic Discussion & Reports

- Gov't Affairs Committee – Lawson & Weston
Lawson expressed appreciation for Perrault's talking points to address patron concerns.
Board Action: Trustees are encouraged to review the talking points document on a regular basis.

Positive feedback has been received on the Dolly Parton's Imagination Library service.

Peter Johnson's official resignation will be received at the June board meeting. Board Action: Trustees are encouraged to bring ideas for potential candidates for the upcoming vacancies. There was discussion about how the by-laws addressed residency requirements for trustees. Finance Committee – Johnson & Hemphill
No report.

- Policy Committee - Krueger & Dewey
Krueger encouraged board members to read the Trustee Code of Ethics at least once a year. There were no significant changes to the Governance policy set.
- Director's Report
 - 1st Qtr Strategic Report
Perrault reported that the Library is generally improving and meeting its goals. The 2023 metrics are simpler and less ambitious. It was noted that circulation of physical materials was much higher than the digital. There was some discussion around expenditures of digital versus physical materials. Perrault noted the importance of addressing public perception and the importance of making sure that patrons are finding materials of interest. Also discussed were ways to improve browsability of materials. STAFF ACTION: The Acquisitions Librarian and Technical Services Supervisor will reconcile their reports on digital circulation statistics.
- Facilities Task Force - Krueger & Hemphill
The roof shingling is complete and the Task Force is pleased with Greenpoint's work. Work on the flat roof has been postponed due to weather. The Task Force visited the Lyons, Boulder (Reynolds Branch), and Nederland libraries to view their design and architecture. Later this month they will visit other libraries on the Front Range. Board Action: The Task Force will communicate with the Board about any libraries that are particularly noteworthy so trustees may visit on their own time.
- Strategic Planning Task Force - Weston
The next meeting of the Strategic Planning Task Force will be on June 5.

- Friends & Foundation - Director Walsh
Jim Pickering will be speaking at the Friends & Foundation membership meeting on September 29.

Upcoming Meetings of the Board of Trustees

- Regular Meeting : June 19, 2023, 6:30p (Wasson Room)
- Tour of Eagle Rock: Friday May 26
STAFF Action: Staff will set up an RSVP for the Eagle Rock tour. Trustees and F&F Board members who can participate will meet at the public parking garage, since paid parking begins May 26.

Other Events

- Library Friends & Foundation Board meeting, June 6, 2023
- Memorial Day holiday Library closure, May 29, 2023

Adjourn

Lawson adjourned the meeting at 8:13 pm.

Minutes prepared by Jamie Murphy

Respectfully submitted,
John Krueger, Board Secretary

[attachments]

**ESTES VALLEY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**
Resolutions from May 15, 2023

(23-11) Krueger moved to approve the May 15 Consent Agenda. Weston seconded the motion.
Ayes all.

(23-12) Hemphill made a motion, seconded by Dewey to accept the 2022 Audited Financial Statements. **Ayes All.**

(23-13) Lawson made a motion, seconded by Krueger to appropriate \$47,000 in additional funds from the Capital Reserve Budget for the upgrade of the meeting room audio-visual systems. **Ayes all.**

(23-14) Krueger made a motion, seconded by Dewey to approve the revision of the Governance policy set: *Public Comment, Trustee By-Laws, Trustee Code of Ethics, Executive Sessions, Standing Committees and Naming Rights*. **Ayes All.**

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

John Krueger, Secretary
Estes Valley Public Library District
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