

Estes Valley Public Library District
BOARD OF TRUSTEES MEETING MINUTES
Monday, May 20, 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: Shari Baze; Melanie Kozlowski; Barbara Jo Limmiatis; Claudine Perrault; Seph Reed; Cindy Seckman; Joanna Stensland; Breanna Vegas; Eric White

Public Comments: John Krueger expressed regret at losing Anne Dewey on the Board and his hope that the Board will approve the Finance Policy revisions.

Consent Agenda

1. Board of Trustees meeting Minutes: April 15, 2024
2. Income & Expense Year-to-Date Reports: March 2024 & April 2024
3. Study Session: Status report on the library building renovation plan: May 2, 2024
Kirtland moved to approve the May Consent Agenda. Morriss seconded the motion. Ayes all (24-14)

Staff Presentation

- *Meet the Staff:* Program & Outreach Team (4th of 4 board presentations)
Lawson expressed appreciation for all the team presentations and the extra insight into all that the Library is doing.

Strategic Discussion & Reports

- Gov't Affairs Committee - Lawson & Morriss
 - Legislative updates: SB24-216 and others
SB24-216, the bill to protect Colorado libraries from book bans is now awaiting the Governor's signature. We'll want to update relevant policies with reference to the new statute over the next few months, but thanks to the work of the Policy Committee our policies are quite good. Perrault invited trustees to join staff at SDA legislative briefings as there are other bills which will likely affect the Library. Accountant Seckman reported on SB24-233, the bill concerning property taxes. The bill has been signed by the Governor. The property rates mirror those of last year with similar exemptions. The new limit of annual growth of 5.5% is based on the property tax year 2023, which is 2024 revenue. There could still be lingering ballot initiatives which may affect the final assessment, but the revenue projection for next year is looking fairly positive.

- Trustee Nominating process
President Lawson has added a discussion on the trustee nominating process to the agenda of the June Board meeting. Board Action: Trustees are asked to come to the next Board meeting with ideas on the skills needed in Dewey's & Hemphill's successors.
- Lawson thanked Morriss and Polson for attending the Friends & Foundation Board Meeting last week where Perrault presented the status of the renovation. Lawson & Groesbeck will meet to discuss how to move forward.
- Finance Committee - Hemphill & Polson
 - Renovation: Redirecting 2024 funds from Design-Build to Design only
Hemphill reported that due to the increased size of the project and the need to find financing, construction would likely be postponed to the fall of 2025 at the earliest. At the June Board meeting there will be a vote on redirecting 2024 funds from Design-Build to Design only. Accountant Seckman and Perrault have a meeting tomorrow with the Design-Build team. President Lawson thanked everyone who has been working on the renovation project.
- Library Report – Director Perrault
 - Monthly Admin Report
Perrault highlighted Accountant Seckman's detailed report as well as Communication Specialist Hazelton's takeaways. She also highlighted the HR report on the very successful Staff Development Day and the staff survey comments in BoardShare. Technical Services Supervisor Maggetti and Accountant Seckman have been looking into cyber liability and met with Douglas County Libraries to discuss what they had learned about cyber security insurance.
 - 1st Qtr Strategic Report
There is a new format to the quarterly reports. The Progress Report sections give a summary of whether a project is on target, delayed or complete. We are largely on target.
- Policy Committee - Dewey & Kirtland
 - Reprioritizing the policy review schedule: change of sequence
With everything going on in the Legislature, the Policy Committee was tasked to restructure the Library policy review schedule. The Committee proposes that the 7 policies listed in the Admin Report be reviewed by the end of 2024.
- Library Friends & Foundation (F&F) - Walsh, Exec. Director
Executive Director Walsh invited trustees to the special event with author Aimie Runyan. She also reviewed her summary of activities in the Admin Report.

Action Items

- Gov't Affairs Committee - Lawson & Morriss
 - Accept Dewey resignation from Board of Trustees
Polson moved to accept the resignation of Anne Dewey. Hemphill seconded the motion. Ayes all (24-15).
- Finance Committee - Hemphill & Polson

- Accept 2023 Audited Financial Statements
Hemphill moved to accept the 2023 Audited Financial Statements. Polson seconded the motion. Hemphill reported that the 2023 audit was clear and no adjustments were needed. The Auditor also approved the Library's segregation of duties. He thanked Accountant Seckman for her outstanding work. **Ayes all (24-16).**
- Board Resolution to dissolve the Capital Reserve Fund
Polson moved to accept the Resolution to dissolve the Capital Reserve Fund. Dewey seconded the motion. A promise was made to voters in 2013 to dedicate reserves to a capital improvement fund. This promise has been fulfilled. The Auditor recommended a Board Resolution to dissolve the Capital Reserve Fund and transfer monies to the Long-Term Reserve within the General Fund. **Ayes all (24-17).**
- Approve revised Library Finance Policies
Polson moved to approve the revised Library Finance Policies. Morriss seconded the motion. As the Finance Committee has looked into loan options, it became apparent that more work was needed on the Finance Policy. Based on research with other libraries, new percentages for reserves are proposed. There have also been some edits made to purchasing limits and approval levels which were too low. The question was raised whether the Board still needs to see all contracts and MOUs as written in the policy. After discussion, it was decided to leave this section in the policy for now. It was pointed out that there may be some inconsistency of language and content with what is stated in the by-laws related to borrowing money. **STAFF ACTION:** Perrault & Accountant will ask the Library's attorney to review this policy as well as the by-laws. There was also some discussion around the wording of section 10B. The suggestion was made to strike section 8D from the policy and address the question of long-term loans with the attorney. Lawson thanked everyone for their work on this policy and for the discussion. **Lawson amended the motion to approve the revised Library Finance Policies with the removal of section 8D from the policy. The amendment was seconded by Polson. Ayes all (24-18).**

Upcoming Meetings of the Board of Trustees

1. Study Session: no June study session
2. Regular Session: June 17, 2024, 6:30p (Wasson Room)

Other Events

- Holiday Closure: **Memorial Day** on Monday, May 27, 2024
- Director vacation/out of office: May 27 - June 12, 2024
- Friends & Foundation: **Special Event with Author Aimie Runyan** - Friday, June 14, 2024

President Lawson adjourned the meeting at 7:59 pm.

Minutes prepared by Joanna Stensland

Respectfully submitted,
Anne Dewey, Board Secretary

[attachments]

**ESTES VALLEY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**
Resolutions from May 20, 2024

(24-14) Kirtland moved to approve the May Consent Agenda. Morriss seconded the motion. **Ayes all.**

(24-15) Polson moved to accept the resignation of Anne Dewey. Hemphill seconded the motion. **Ayes all.**

(24-16) Hemphill moved to accept the 2023 Audited Financial Statements. Polson seconded the motion. **Ayes all.**

(24-17) Polson moved to accept the Resolution to dissolve the Capital Reserve Fund and move the remaining funds into the Long-Term Reserve within the General Fund. Dewey seconded the motion. **Ayes all.**

(24-18) Polson moved to approve the revised Library Finance Policies. Morriss seconded the motion. Lawson amended the motion to approve the revised Library Finance Policies with the removal of section 8D from the policy. The amendment was seconded by Polson. **Ayes all.**

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

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