

**Delta County Public Library District
Delta County Board of Trustees
Wednesday, July 18, 2018 1pm
Hotchkiss Library
Meeting Minutes**

Library Board. Jess Deegan, Laura Earley, Ann Eddins, Ruth Pettigrew. Absent. Judy Briscoe, William Crank, Stacy Bliss

DCPLD. Lea Hart, LaDonna Gunn, Tracy Ihnot

Foundation Board. Lynnette Reed

1. **Call to Order.** President Earley called the meeting to order at 1:02pm.
2. **Introduce Guests.** Lynnette Reed, Foundation Board
3. **Public Comments.** No public comment.
4. **Agenda Changes.** Under New Business, 9.c, add Approval of the 2017 Audited Financial Statements.
5. **Approve Consent Agenda; Minutes from Board Meeting June 20, 2018.** M. Pettigrew. Eddins 2nd M.P.
6. **Accept District Director's Report.** Pettigrew asked for clarification on Slack, an online platform for internal communication recently tested by administration for possible implementation. Hart clarified. M. Eddins. Pettigrew 2nd. M.P.
7. **Accept Financial Reports**
 - a. **Revised May Financials-Approve.** M. Deegan. Pettigrew 2nd. M.P.
 - b. **June Financials-Approve.** Deegan asked for clarification on the technology budget, Hart clarified. Deegan also asked about the 3% YTD TABOR calculation in the 2018 Approved Budget. Hart will follow up with the bookkeeper to clarify. M. Deegan. Pettigrew 2nd. M.P.
 - c. **Trust & Endowment June Statement.** The June statement reflects a balance of \$902.81 that is owed from DCPLD. Hart will follow up on what that number represents and report to the board.
8. **Old/Continuing Business**
 - a. **District Director's Comments – Updates.** Hart reported on her meeting with Jeff Moffett from Triple Point Strategic Consulting. Moffett has provided a second proposal for providing the district financial planning and modeling. Hart clarified on comments she made at the June Board meeting about Initiative 93, and the potential negative impacts for Delta County Schools, as described by County Assessor, Debbie Griffith. Hart contacted Caryn Gibson, Superintendent of Delta County Schools, regarding the initiative and Gibson believes that overall it will have a positive impact on Delta County schools. Hart reported on a recent meeting with Eagle Valley Library District staff to share strategies for providing students with library cards and completing the e-rate process. It is a goal to streamline the process for providing student e-cards for all Delta

County students for the 2018-2019 school year. In addition, the District Director of Eagle Valley Libraries was willing to share their facilities plan/budget as an example for Hart to reference for Delta County Libraries. Hart reported on a resource she is looking into for acquiring visual renderings for the library facilities. She received an estimate from Chris Enderson, University Technical Assistance Field Supervisor, for all five buildings that came in at \$5,000 or less. Hart is working on forming an Advocacy Steering committee that currently has 14 people and will meet next week.

- b. **TNC, DCED & Grants Updates – LaDonna. TNC.** Gunn reported that shelves and bike racks have been installed at the Cedaredge gear shed. The Fly Fishing 101 program is next week and registration closes this Friday. The StoryWalks® in Delta and Crawford are on schedule to be installed sometime in August. **DCED.** Gunn reported that a DOLA grant will pay for construction documents for the Engage Center and that DCED will begin fundraising for the building next spring. DCED is supporting the school district in their efforts to become a certified ACT Work Ready community. It is national certification offered through ACT. The test assesses work skill level and employers can utilize that information when seeking employees. The Work Force Center can utilize the information to attract businesses to Delta County. The Library can be the testing center for adults once Delta County is certified. **USDA.** Nothing to report. **State Historical Fund.** The first draft of the construction documents for Delta Library have not been received yet. Gunn will follow up next week.
- c. **Possible Mil Levy Campaign**
 - i. **Review Revised Proposal of work from Triple Point Strategic Consulting.** Earley gave an overview of the updated proposal from TPSC for financial planning and modeling. Deegan made a motion that we accept the updated proposal for financial planning and modeling dated July 13, 2018 and approve up to \$10,000 from reserves to pay for the service. M. Deegan. Eddins 2nd. M.P.
 - ii. **Update on Special District Association subscription.** Eddins reported that the Special District Association has granted the library district a trial membership for one year. The Board will review the benefits and expense of renewing the membership later this year.
 - iii. **Strategy meeting for Library Advocacy-Update from Laura.** Earley reported that the July 24 meeting includes representatives from all communities. Earley gave an update on some preliminary meetings to gather information from representatives of other special districts, including Delta County Ambulance District and Montrose Library District. Both have run unsuccessful and recently successful campaigns. Earley also reported on a meeting with Susan Hansen, former Delta County Administrator. Hansen offered information about the role of staff, board, and friends during a campaign, how reserves can be used for funding some of the campaign, and leveraging an updated strategic plan to guide what is asked for on the ballot.
 - iv. **Advocacy Steering Committee-July 24 2pm.** This will be the first meeting of the advocacy committee.

9. New Business

- a. **Resignation of Happy Data. Proposed solution for Bookkeeping/HR.** Annette Pretorius is dissolving Happy Data Management and has turned in a resignation notice. Callie Hale, the current bookkeeping manager for Happy Data, is interested in becoming the

in-house bookkeeper/administrative assistant for the District. Hale will be interviewed next week.

- b. **Elevator Maintenance-Update from Lea.** The elevator maintenance contract with ThyssenKrupp is cancelled, effective November 2018. Both elevators have passed the 2018 inspection with the new inspection company, Elevator Inspection & Certification Services Inc. Rocky Mountain Elevator, a maintenance and repair company, will also provide a proposal to update and modernize the Delta elevator as opposed to replacing it.
 - c. **Audited Financial Statement.** Board Members reviewed the statement provided by the auditor. Motion to approve the audited financial statement. M. Deegan. Pettigrew 2nd. M.P.
 - d. **2019 Budget Committee.** Hart is forming a committee to work on the 2019 budget and would like Crank and Eddins to participate.
10. **Board Member Comments.** Eddins commented on the financial statements that need to be provided at least 30 days prior an election. Deegan gave an update on his Trustee Talks at Crawford Library. Earley commented on some talking points that she uses when discussing the financial situation of the libraries.
11. **Adjourn.** Earley stated that the next meeting is in PA at 1pm on August 15. M. Pettigrew. Eddins 2nd. M.P. Earley adjourned the meeting at 2:50.

Date _____

Ruth Pettigrew, Recording Secretary