

**Delta County Public Library District
Delta County Board of Trustees
Wednesday, September 19, 2018 1pm
Cedaredge Library
Meeting Minutes**

Library Board. Jess Deegan, Laura Earley, Ruth Pettigrew, William Crank, Judy Briscoe, Stacy Bliss. Ann Eddins arrived at 1:30pm.

DCPLD. Lea Hart, LaDonna Gunn, Tracy Ihnot

Foundation Board. Sue Whittlesey

1. **Call to Order:** President Earley called the meeting to order at 1:00pm.
2. **Introduce Guests.** Sue Whittlesey, President, Foundation Board.
3. **Public Comments.** No public comment.
4. **Agenda Changes.** Add "Letter to State Legislators" under New Business, b.
5. **Approve Consent Agenda; Minutes from Board Meeting August 15, 2018.** M. Deegan. Pettigrew 2nd M.P.
6. **Accept District Director's Report.** M. Deegan. Briscoe 2nd M.P.
7. **Accept Financial Reports**
 - a. **August Financials – Approve.** Hart provided the most updated financial reports on the morning of September 19, 2018. Earley identified a typo on the header of the Statement of Activity for January-August 2018 that will be corrected. M. Crank. Deegan 2nd M.P.
 - b. **Trust & Endowment August Statement.** Library Board Members reviewed the August statement.
8. **Old/Continuing Business**
 - a. **District Director's Comments – Updates.** A 3% wage increase took effect in August 2018 for all library district staff. Another 3% increase in is planned for 2019 that will bring the district into compliance with the mandatory minimum wage increase in Colorado. Hart gave an update on the interview process for the bookkeeper/administrative assistant position. Due to the varying qualifications and salary requirements of the candidates, the position will be split into two roles. Jeff Moffett, Triple Point Strategic Planning, has provided a financial model that can be used for making projections for the district. Moffett also provided numbers for the first draft of the 2019 budget. Hart provided an update on CAL Conference.
 - b. **TNC, DCED & Grants Updates – LaDonna.** No updates for TNC or DCED this month. State Historical Fund. Gunn reported that the architects should provide construction documents for Delta Library by the end of the week.
 - c. **Possible Mill Levy Campaign**
 - i. **Advocacy Steering Committee – September 4, 2018.**
9. **New Business**

- a. **Phone Conference with John Chrastka at 1:30 pm.** Chrastka gave the Board an overview of what their role is in the informational campaign that will continue until several months before the November 2018 election. Chrastka suggested that Board Members begin having conversations with members of other organizations, colleagues, and constituents beginning in October 2018 through Memorial Day 2019. Chrastka explained that the focus of the conversations should be how an increase in the library district's budget would positively affect the people and the infrastructure of Delta County. Chrastka referred to them as "cup of coffee" meetings rather than presentations. He said that it is appropriate for staff, board members, and steering committee members to schedule these meetings. Plan A and Plan B should be introduced in broad terms during the conversation. Chrastka explained that Plan A (mill levy passes) and Plan B (mill levy does not pass) need to be finalized by approximately July 4, 2019. Plan B should have a 1-year, 3-year, and 5-year projection. He suggested that the Library Board consider including a 7 to 10 year projection. Chrastka suggested using phrases 'we are thinking about' and 'we are concerned about' when having these meetings. Plan A includes statements like "so that we can". Plan B includes statements like "it means we won't." There was a discussion about whether to include a sunset provision in the ballot measure. Chrastka said that he would need more information on district financials and resident voting habits to make a definite recommendation on a sunset provision. Chrastka outlined the next steps. Step 1 is create the list using the provided worksheets. Step 2 is determine the broad scope of Plan A and Plan B. Step 3 is develop the message for Plan A and Plan B based on populations and places. Step 4 is train staff, board members, and advocates on presenting the message. Step 5 is start scheduling meetings (by Halloween). Following the call with Chrastka, Board Members discussed strategies for moving forward and set a deadline of the first week of October for completion of the provided worksheet to create the list.
- b. **Letter to State Legislators.** Board Members reviewed a letter to state legislators regarding the negative impact TABOR and Gallagher are having on library districts and special districts in the state of Colorado. Board Members agreed to sign the letter following the correction of a small typo. Board Members will stop by the administrative office in Hotchkiss to sign the letter by the end of next week.

10. Board Member Comments. Ihnot gave an update on the student e-card and Passport to Health programs. Crank commented that DURA is on a stand still right now, due to an issue with a securing a location for the hotel project.

11. Adjourn. The next Board Meeting is Wednesday, October 17 in Crawford. Motion to adjourn. M. Pettigrew. Eddins 2nd. M.P. Earley adjourned the meeting at 2:37.