

**Minutes of the Poudre River Public Library District  
Board of Trustees – Regular Meeting**

**August 12, 2013  
4 p.m.**

Council Tree Library  
2733 Council Tree Avenue  
Fort Collins, CO

**FOR REFERENCE:**

PRESIDENT:	Robin Gard	204-4927
VICE PRESIDENT:	John Frey	482-0212
EXECUTIVE DIRECTOR:	Holly Carroll	221-6670
ADMINISTRATIVE SUPPORT:	Cynthia Langren	221-6694

**BOARD MEMBERS PRESENT:**

Jennifer Birks  
John Frey  
Linda Gabel  
Robin Gard  
Mike Liggett

**OTHERS IN ATTENDANCE:**

Kim Seter, Legal Counsel  
Elizabeth Dauer, Legal Counsel

**BOARD MEMBERS ABSENT:**

Cara Neth  
Maddy Wawro

**DISTRICT STAFF PRESENT:**

Jeff Barnes	Alice Jorgensen
Holly Carroll	Cynthia Langren
Barbara Crandall	Currie Meyer
Ken Draves	Rob Stansbury
Sylvia Garcia	Johanna Ulloa
Carol Gyger	Paula Watson-Lakamp
Vicky Hays	

**I. CALL TO ORDER**

President Gard called the meeting to order at 4:04 p.m.

**II. AGENDA REVIEW**

There were no changes to the agenda.

### III. PUBLIC COMMENT

None.

### IV. APPROVAL OF MINUTES

*There was a motion by Trustee Gabel to approve the June 10, 2013 meeting minutes as presented. The motion was seconded by Vice President Frey. The motion carried unanimously, 5 – 0.*

### V. REPORTS

#### A. DIRECTOR'S REPORT

The June/July 2013 written report was accepted as presented.

Executive Director Carroll also noted that:

- The Library District received one of the coveted *2013 Top Innovator* awards from ULC for our response to the 2012 High Park Fire.
- Brainfuse, the replacement for Ask Colorado, has successfully launched this month.
- Systems Administration launched the new Discovery tool today making searching for materials much easier. President Gard suggested this would be a good topic for a future presentation to the board.
- She met with Peggy Lyle (DBA) and Ms. Watson-Lakamp regarding the Pro Bike Challenge event that will be happening the weekend of August 24 near Old Town Library. They discussed how the event might affect our patrons and how to best coordinate to make it as seamless as possible. Staff at Old Town Library are getting into the spirit of the event by adding some bike/racing décor at the library and will pass out some fans with the district's logo on them.

#### B. COMMITTEE REPORTS

1. Finance Committee  
No report.
2. Human Resources Committee  
No report.
3. Policy Committee  
Vice President Frey reported that the committee has not met, but will need to soon in order to look at the City's policies and determine which ones the District will need to modify.
4. Nominating and Board Development Committee  
No report.

#### C. FINANCIAL REPORT

Mr. Barnes presented the July 2013 Financial Report to the board. The report was accepted as presented.

**D. LEGAL REPORT**

- The August 12, 2013 Legal Status Report was accepted as presented. Mr. Seter noted that there are three motions in the report related to items that will be considered by the board today.
- Mr. Seter introduced Elizabeth Dauer who is new to the firm.
- Mr. Seter reported that the memo re: Extent of Liability for Transporting Students to Outreach Service Programs was written by Ms. Dauer and is an FYI at this point. Executive Director Carroll and Mr. Seter will work together on next steps and preparing a document for the Policy Committee to review.

**VI. UNFINISHED BUSINESS**

**A. Library Park Landscape Update – Carroll**

In addition to news that was already included in the written Director's report, Executive Director Carroll reported that the bid opening for the second phase of landscape work will be held on Tuesday, August 13 at 3 p.m. and that the watering system for the new planters is now working correctly. After the board appropriates funds to the Capital budget today, phase 2 can begin after the Pro Cycle Challenge event.

Carroll also reported that there were some leftover funds from the Elks project. Currently, there are discussions about what to do with those funds; one idea is perhaps a kiosk.

**B. Library Trust Fundraising Update - Carroll**

Executive Director Carroll said that there isn't much to report this month; the Trust plans to give the District a check for \$ \$115,000 and there are still two asks out but Trustee Liggett will report on that later.

**VII. NEW BUSINESS**

**A. Cost Analysis of City of Fort Collins Services to PRPLD and Administrative Recommendations (ACTION) – Barnes**

Mr. Barnes presented a cost analysis to the board. In conclusion, he recommended continuation of contracting with the City of Fort Collins for services for 2014.

*Trustee Gabel moved to affirm administration's recommendation to renew the support services arrangement with the City of Fort Collins for 2014, which was seconded by Birks. The motion passed with unanimous approval, 5 - 0.*

**B. Board Authorization for the President and Secretary to Execute Contract for Landscape Improvements to Library Park – Carroll**

*Trustee Liggett moved to approve motions #1 and #2 as presented/written in Mr. Seter's legal report. Vice President Frey seconded the motion. The motion carried unanimously, 5 - 0.*

**C. Public Hearing and Amendment of Capital Projects Fund 2013 Budget - Barnes**

Mr. Barnes gave a presentation on the proposed amendment to the capital projects fund.

President Gard opened the public hearing on the proposed amendment. There were no comments. President Gard closed the public hearing.

*Trustee Gabel moved to appropriate the sum of \$482,650 for the Total Project Cost associated with the Diagonal Walk and Stage Improvements for Poudre River Public Library District: Bid no 7536 project. Trustee Liggett seconded the motion and there was unanimous approval, 5 - 0. There was a friendly amendment to include approval of resolution in the motion. Trustee Gabel accepted the amendment to the motion and Liggett accepted and seconded the amended motion. It carried unanimously, 5 - 0.*

**VIII. INFORMATION AND ANNOUNCEMENTS**

**A. Assistive Technology Presentation by Sylvia Garcia**

Ms. Garcia gave a presentation to the board via PowerPoint explaining that Assistive Technology helps all people to take advantage of the resources that our libraries have to offer. While the library has provided assistive technologies in the form of books on CD, large print books, closed-captioned DVDs and eBooks, new technologies are now available at Old Town and Harmony Libraries. Ms. Garcia's presentation discussed the new software programs and equipment available for our patrons with various challenges and disabilities.

**IX. TRUSTEE REPORTS AND COMMUNICATION**

**TIF Committee Report**

Trustee Liggett reported that the TIF Committee (Gabel, Neth, Gard, Liggett, Carroll, Draves, and Barnes) met on August 5. Three basic issues were discussed; the content of the program materials by the League of Women Voters, the impact of TIFs on various districts and what our involvement in the future should be, if any.

There was discussion about next steps. Liggett said he would like to have informal chats with others who are in similar situations and are affected by TIFs. Vice President Frey expressed his concern that we make our voice heard as a library district and that the district should be listed on a referral list.

It was agreed that this issue will be transferred over to the Finance Committee and that it would be a good idea for them to talk with some of the affected taxed entities and decide what to do from there. President Gard also mentioned that this topic will be added the list of items she has created to talk to City Manager Atteberry about in the near future.

Trustee Gabel:

- Attended the Imaginates program and reported it was a wonderful event.
- Attended a DDA presentation for City Works 101 alum. It was held at Old Town Library and apparently either there was no microphone or it wasn't working; either way there was an issue with sound. Other than that, it was a very good meeting.

Trustee Liggett:

- Met with Peggy Reeves and Home State Bank President Harry Devereaux and discussed the possibility of Home State Bank funding part of the northwest corner gateway between the Library and Home State Bank. Stay tuned for more.
- Encouraged others to participate in the July 4 parade next year; it was a lot of fun.
- Attended the Peter Heller reading which was marvelous. (Trustee Gabel attended that as well.)

President Gard:

- Deadline for early bird CAL conference registration is Aug 31. Please let Cynthia know if you want to attend so she can register you.
- The recent board/staff Colorado Rockies game was fun.

Ms. Watson-Lakamp reported that the Bike Pedal'er project reached the necessary minimum of 50 endorsements so it will now move on to the next step.

Vice President Frey noted that there is an unusual amount of paper handed out at the meeting today. He suggested that staff check into a way to provide the packet materials electronically. Carroll and Gyger will work together on a solution.

**X. ADJOURNMENT**

*It was moved by Frey and seconded by Gabel to adjourn the meeting at 5:47 p.m. The motion carried unanimously, 5 – 0.*

Respectfully submitted,

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Cara Neth, Secretary

Cynthia Langren, Recording Secretary