

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

**September 9, 2013
4 p.m.**

Old Town Library
201 Peterson
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
Cara Neth
Maddy Wawro

OTHERS IN ATTENDANCE:

Kim Seter, Legal Counsel
Elizabeth Dauer, Legal Counsel
Keith Meyer, Ditesco
Jill Burrell, Ditesco
Peggy Reeves, Library Trust
Annie Fox, FRCC
Maggie Dennis

BOARD MEMBERS ABSENT:

DISTRICT STAFF PRESENT:

Tova Aragon	Matt James
Jeff Barnes	Cynthia Langren
Jean Bosch	Currie Meyer
Holly Carroll	Paula Watson-Lakamp
Barbara Crandall	
Ken Draves	
Carol Gyger	
Vicky Hays	

I. CALL TO ORDER

President Gard called the meeting to order at 4:01 p.m.

Maggie Dennis, freelance grant writer, was introduced to the board. She was recently hired by the District to search for and apply for grants. She has met with the building managers and key

leadership staff to gather information about the Library's organizational culture, programs and funding needs.

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 August 12, 2013 meeting minutes as presented. The motion was seconded by Vice President Frey. The motion carried unanimously, 7 – 0.

V. REPORTS

A. DIRECTOR'S REPORT

The August 2013 written report was accepted as presented.

Executive Director Carroll asked for feedback on the newly implemented paperless agenda packets. Everyone gave positive feedback so staff will continue to post the packets on the website and email the materials to the board.

B. COMMITTEE REPORTS

1. Finance Committee

Gabel reported that the committee met last week. There were three items on the agenda. The first was the review of the projected budget which will be flat. Staff proposed that half of any additional revenue should be set aside for the loss of Building on Basics (BOB) funding and the other half be used for library operations. It is hoped through 2018 the budget will be able to absorb the loss of the BOB money. She talked about history of growth and said that Mr. Barnes is working on that should be included in a capital replacement budget

The second item the committee discussed was the Tax Increment Financing (TIF). The committee agreed that City Council members need to be made aware of the District's financial situation and how it will be impacted by the loss of this money. The committee saw this as an action item and would like to discuss with other special interest districts affected including Foothills Gateway Inc. and the Health District. They also think it would be a good idea to invite new City Council members to tour the library. Lastly, they would also like to draft a letter to City Council, with an amicable tone; communicate to our stakeholders and let them know that the impact does hurt the library district.

The third item the committee discussed was the Building on Basics (BOB) 2 request. The committee felt it was important to at least ask for BOB money as the District does have some needs coming up. Executive Director Carroll reported that there is a City Council work session tomorrow. This is a very preliminary

session. Carroll has been working with Ginny Sawyer at the City and she will verbally bring up our info at the work session tomorrow. The important meeting isn't until December and Executive Director Carroll will make sure the District's request is submitted.

President Gard noted that in the last seven years, the District has undergone many changes in its financial realm, but agrees that now is the time to communicate with our community, our stakeholders and our patrons and help them be aware that things are going to be financially tight for the District.

2. Human Resources Committee
Trustee Neth reported that the committee met today to discuss the process for evaluating the Executive Director. The committee agreed to use much the same process as last year and will solicit comments from the Library Leadership Team.
3. Policy Committee
No report.
4. Nominating and Board Development Committee
No report.

C. FINANCIAL REPORT

Mr. Barnes presented the August 2013 Financial Report to the board. The report was accepted as presented. President Gard noted that in the next couple of months, there will be a financial themed board meeting to get an overview of what the financial shortfalls are going to be.

D. LEGAL REPORT

The August 12, 2013 Legal Status Report was accepted as presented. Mr. Seter noted that Ms. Dauer finished the governmental immunity for motor vehicle research and gave a copy of their findings to Executive Director Carroll.

VI. UNFINISHED BUSINESS

A. Library Park Landscape Update – Carroll

- Explanation – Keith Meyer

Mr. Meyer explained the sequence of events that have occurred starting with the bid opening on August 13 through the most recent meeting with Hoff Construction on August 29. Hoff was unable to get revised costs from the suppliers (electrical). Since then, Mr. Meyer has gotten a price from them and incorporated that into the total cost for the project. With that said, construction can't start until a notice to proceed is issued which will be in approximately two weeks.

Mr. Meyer noted that he can do a Change Order to the contract at some point soon if enough monies are received to add the stage. November 1 would be the deadline to begin construction of the performance stage.

B. Library Trust Fundraising Update - Neth

Trustee Neth reported that there is a person who is going to potentially help with funding the stage and Ms. Reeves has taken the lead. She further encouraged everyone to contribute adding that even a small gift is an important gift. President Gard thanked Trustee Neth and said the board cannot thank her and the Trust enough. She noted they have done a remarkable job.

VII. NEW BUSINESS

A. Bike Pedal'er Community Funded Campaign – Carroll & Watson-Lakamp

Ms. Watson-Lakamp spoke to the board about a project that she is hoping to see implemented. The "Bike Pedal'er" is an idea that Denver and Seattle tried out and now, through Community Funded, the District also has the opportunity to have a Book Pedal'er. A Bike Pedal'er entails a bike with a cart so that materials can be taken out into the community; basically a mobile library.

Through Community Funded, supporters of the project can donate money. It requires \$5,000 and it appears that \$1,600 more is needed at this time. She has been promoting this project and sent out information about this via email to her many contact lists.

B. Staff Engagement Survey – Draves

Deputy Director Draves explained that the City of Fort Collins conducts a staff engagement survey twice a year to determine the level of job satisfaction of its employees. They've been doing this Q14 (Gallup) survey starting in 2006 or so. Draves and Carroll have been working with Suzanne Jarboe-Simpson to see if it would be possible for the District to modify the survey and use the same tool to help determine the level of engagement for Library District staff. For \$1,500, the District can conduct the survey and Ms. Jarboe-Simpson has agreed to help. The plan is to offer the survey to staff in October. Feedback from the survey will be shared with the Board.

VIII. INFORMATION AND ANNOUNCEMENTS

A. Colorado Library Standards Presentation by Ken Draves

Deputy Director Draves gave a presentation to the board re: the Colorado Library Standards. Referring to the Colorado Department of Education's website, 2011 Colorado Public Library Standards, Mr. Draves presented a sample of the standards of which there are 11.

IX. TRUSTEE REPORTS AND COMMUNICATION

Trustee Gabel:

Was at a public meeting in the library recently. Three people commented how much they loved the new catalog, but then at the end of day, there was a complaint about it. Just goes to show you can't please everyone all of the time, but we sure try.

Trustee Neth:

Thanked Holly and Cynthia for helping to set up the Morgan Library tour. Pat Burns was great.

President Gard:

- Complimented staff on a good job regarding the Pro-Cycle event. Everyone working during that time had a great attitude and took everything in stride. Thank you!
- If you haven't seen them yet, take a look at the photos from the photo contest. The awards event was very nice.
- Author Tracie MacMillan will be at the Hilton on September 18 and on October 3, author Francine Matthews will also be at the Hilton.
- The dedication plaque is now up at Old Town Library. Look to the right of the entrance as you walk up.

X. ADJOURNMENT

It was moved by Trustee Gabel and seconded by Trustee Neth to adjourn the meeting at 5:10 p.m. The motion carried unanimously, 7 – 0.

Respectfully submitted,

Cara Neth, Secretary

Cynthia Langren, Recording Secretary