

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

**October 14, 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  
Annie Fox, FRCC  
Maggie Dennis

**BOARD MEMBERS ABSENT:**

**DISTRICT STAFF PRESENT:**

Tova Aragon                      Ken Draves  
Jeff Barnes                        Cynthia Langren  
Jean Bosch                         Currie Meyer  
Holly Carroll                      Paula Watson-Lakamp  
Barbara Crandall                Jennifer Zachman  
Kim Doran  
Kristen Draper

**I. CALL TO ORDER**

President Gard called the meeting to order at 4:00 p.m.

## **II. AGENDA REVIEW**

President Gard noted that due to illness, the Imaginantes presentation will be removed from the agenda.

## **III. PUBLIC COMMENT**

None.

## **IV. APPROVAL OF MINUTES**

*There was a motion by Trustee Gabel to approve the September 9, 2013 meeting minutes as presented. The motion was seconded by Neth. The motion carried unanimously, 7 – 0.*

## **V. REPORTS**

### **A. DIRECTOR'S REPORT**

The September 2013 written report was accepted as presented.

In addition to the written report, Executive Director Carroll reported Ms. Watson-Lakamp was the keynote speaker at the Association of Library Communication and Outreach Professionals (ALCOP) conference.

### **B. COMMITTEE REPORTS**

#### **1. Finance Committee**

Trustee Gabel reported that the committee met last week to review the proposed 2014 PRPLD budget which will be presented today.

The committee also talked about the capital replacement plan and the importance of keeping the libraries fresh. The capital funds will be nearly depleted at the end of 2014 due to the remodels and Purchase of Webster House. As mentioned last month, one major need that stands out is the roof of the Old Town Library building which will definitely need to be replaced in the not so distant future.

#### **2. Human Resources Committee**

Trustee Neth reported that the committee met today to continue discussions about the process for the annual evaluation of the Executive Director. The committee will be undertaking the evaluation in a different format this year. Executive Director Carroll will take part in the City of Fort Collins 360 Assessment Program. The program is a component of the City's Leadership Development Initiative and is designed to provide the participant with feedback regarding his/her leadership competencies. All board and leadership team members will be asked to complete a survey. Information and instructions will be coming shortly via email. Coaching sessions for Carroll will also be included in the process. Director Carroll will be asked to

prepare a summary of her goals for 2014 and the board will take time to review that with her later this year.

3. Policy Committee  
No report. The committee has a meeting scheduled for October 22.
4. Nominating and Board Development Committee  
No report.

**C. FINANCIAL REPORT**

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

**D. LEGAL REPORT**

The September 2013 Legal Status Report was accepted as presented.

**VI. UNFINISHED BUSINESS**

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

Executive Director Carroll reported that the District is going to be the benefactor of a \$25,000 City of Fort Collins Innovations grant which was awarded to Utilities in 2013. Their staff has agreed to put this towards the rain garden to be installed in Library Park next to the diagonal where the drainage is poor. Utilities is also providing an additional \$10,000 for this project. As originally designed, the rain garden was to cost the District about \$13,000. With the enhancements and increase in scope, the total cost of the garden is now \$35,000 and will be covered entirely by City funds.

The project overall is going according to schedule. The only item of some concern is that once ordered, the delivery of the light poles will take about eight weeks.

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

Trustee Neth reported that she has very good news. The Bohemian Foundation came through with the full \$30,000 commitment to pay for the Tivoli lights. Also, at beginning of month the Trust got a \$15,000 challenge grant from Griffin Foundation to complete the performance stage. Trustee Neth gave special thanks to Kim Seter, Jean Sutherland, Bill Mygdal and Linda Gabel for their gifts. With that, said, money is still needed for some smaller additional items, so please feel free to donate if you haven't.

The Trust discussed whether or not to continue the Enterprise Zone tax credit program. It was decided to go ahead and offer this again, so there will be tax benefits for donations of at least \$200.

President Gard acknowledged Liggett, Carroll, Neth, Reeves and the Trust for their dedication and hard work.

**C. Tax Increment Financing Position Letter – Finance Committee**

To insure that there was no conflict of interest in Trustee Birks participating in the discussion, Board attorney Kim Seter was consulted. He submitted a letter which states in part, “There is no direct benefit, financial or otherwise, that may inure to the trustee as a result of the Board’s determination to send or not send a letter to the council.

While these issues are always difficult, we do not believe the trustee has a conflict of interest that is prohibited by statute. However, a voluntary disclosure of the trustee’s relationship to a city official prior to discussions of the matter would certainly be in the best interest of the board, the official and the public.”

Trustee Birks stated that in full disclosure, she is married to the Economic Health Director of the City of Fort Collins, however she will look at any action the board needs to take from a professional point of view and that of the group she represents, moms with young children.

President Gard explained the goals of the letter. Trustee Liggett suggested that the letter be sent to the City Manager’s office for inclusion in Council’s “read before” packets as opposed to just read out loud at a council meeting.

The board reviewed the draft letter and proposed revisions as handed out at the meeting. Further revisions were made, including Trustee Frey’s suggestion to include a sentence stating the board’s desire to be involved as a referral agency.

*Trustee Gabel moved to accept the modifications to the letter as discussed and to send it to the Fort Collins City Council. There was a second by Trustee Neth. The motion carried unanimously, 7 - 0.*

**VII. NEW BUSINESS**

**A. Presentation of the 2014 PRPLD Budget – Carroll & Barnes**

Mr. Barnes presented the proposed 2014 Poudre River Public Library District budget. Next month the board will be asked to take action and approve it.

**VIII. INFORMATION AND ANNOUNCEMENTS**

**A. Summer Reading Program Final Report - Watson-Lakamp and Zachman**

Jennifer and Paula presented the 2013 SRP final report.

This year it was based on a child’s stage of development, not age.

## IX. TRUSTEE REPORTS AND COMMUNICATION

### Trustee Gabel:

- I enjoyed riding bikes at the peddler event
- Attended the Francine Matthews author event; it was great

### President Gard:

- Invitation to all board members to attend the CAL Conference Trustee Reception on October 17, 5:30 p.m. at the Embassy Suites at 5:30 p.m. No RSVP needed; just show up.
- The CAL Executive Board endorsed amendment #66 re: school tax
- Attended a very successful CAL Friends of the Library event in Lafayette
- Author programs were terrific. Encouraged everyone to try and attend;
- Upcoming Fort Collins READS event with Eric Larsen – Tova Aragon is here and still has a few tickets
- Please plan to attend the FOL Used Book sale event at Lincoln Center November 1- 3. This is a new venue and date for the sale. Please go out and show your support of our Friends group.

### Executive Director Carroll:

- The staff engagement survey is almost done; it will be closed as of 11:58 p.m. today. Participation numbers as of today are over 90 employees so we should receive an informative report once it's over.

## X. ADJOURNMENT

*It was moved by Trustee Frey and seconded by Trustee Gabel to adjourn the meeting at 5:22 p.m. The motion carried unanimously, 7 – 0.*

Respectfully submitted,

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Cara Neth, Secretary

Cynthia Langren, Recording Secretary