

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

**November 11, 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  
Keith Meyers, Ditesco  
Eric Sutherland

**BOARD MEMBERS ABSENT:**

**DISTRICT STAFF PRESENT:**

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

**I. CALL TO ORDER**

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

## **II. AGENDA REVIEW**

No changes were noted.

## **III. PUBLIC COMMENT**

Eric Sutherland thanked the board for looking further into the Tax Increment Financing issue and for developing the recent statement that was sent to the Mayor and City Council. He expressed concern that the board has not addressed the Town of Timnath and added that the District is even more affected by its TIF decisions than from Fort Collins' decisions. He said he appreciates this first step, but that in his opinion there is so much more to address and hopes this is not the end of it for this board.

## **IV. APPROVAL OF MINUTES**

President Gard presented proposed edits to page 4 and read them aloud.

*There was a motion by Trustee Birks to approve the October 14, 2013 meeting minutes with the revisions suggested by Gard to page 4. Trustee Gabel seconded the motion, which carried unanimously, 7 – 0.*

## **V. REPORTS**

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

The October 2013 written report was accepted as presented.

In addition to the written report, Executive Director Carroll reported that much of her time has been spent on performance evaluations.

President Gard thanked Executive Director Carroll for providing the results of the employee satisfaction survey. She was very pleased with the number of participants and the results.

### **B. COMMITTEE REPORTS**

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

Trustee Gabel reported that the committee met and its items will be on the agenda.

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

Trustee Neth reported that Executive Director Carroll has been working on her 360 evaluation. Everyone should have received a request to participate; both board members and the leadership team. She asked that everyone please take the time to fill them out.

#### **3. Policy Committee**

Trustee Frey reported that the committee met. There was a spirited discussion on several issues. One policy is before the board today for

approval. The others are related to personnel policies and talking about whether to separate from the City or not. It's an ongoing discussion and will take a long time; perhaps up to a year on that one.

4. Nominating and Board Development Committee

No report. The committee has not met but will need to come up with a slate of officers soon.

**C. FINANCIAL REPORT**

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

**D. LEGAL REPORT**

The October 2013 Legal Status Report was accepted as presented.

**VI. UNFINISHED BUSINESS**

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

Executive Director Carroll described the progress of the project and reported how nice the improvements are so far. Mr. Meyer added that the project is 75% finished, lights are coming soon, and the rain garden is quickly taking shape. The lights will be one of the last items to be installed.

President Gard suggested that perhaps there should be an event to celebrate the completion -- maybe in the spring.

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

Trustee Neth reported that she has very good news: An additional \$20,000 was donated thanks to Trustee Liggett and his work with folks at Woodward Governor. She also expressed appreciation to Ms. Watson-Lakamp who helped pull the Woodward proposal together quickly and for also making the Trust part of Colorado Gives. Lastly, she asked that everyone please remember the Library Trust in their holiday/year end giving.

**C. Public Hearing re: Approval of Amendment to the 2013 Capital Project Fund Budget - *Barnes***

Mr. Barnes explained the changes are being proposed to the 2013 Capital Project Fund budget via a Power Point presentation and why they are needed.

President Gard opened the public hearing on the proposed amendments to the 2013 Capital Project Fund budget. Mr. Seter noted that notice of the date, time, and place of hearing had been published. There being no public comment, President Gard closed the public hearing.

- D. Approval of Amendments to the 2013 Capital Project Fund Budget - Barnes**  
*Trustee Gabel moved to approve a resolution amending the 2013 Capital Project Fund budget. There was a second by Trustee Wawro and it carried unanimously, 7 - 0.*

**E. Public Hearing re: 2014 Poudre River Public Library District Budget**

Mr. Barnes presented the proposed 2014 Poudre River Public Library District budget and explained changes that were made to the draft budget that was presented to the board in October.

President Gard opened the public hearing on the proposed 2014 budget at 4:50 p.m.

Mr. Sutherland spoke about what he feels is an incorrect number on the last slide due to Tax Increment Financing. He stressed that he feels that work still needs to be done in order to collect the revenues the District should get.

President Gard closed the public hearing at 4:55 p.m.

**F. Approval of the 2014 Poudre River Public Library District Budget - Barnes**

Trustee Gabel thanked Mr. Barnes for the well-organized and thorough budget presentation.

Trustee Neth thanked the finance committee for its work on the proposed budget as well.

*Trustee Gabel moved to approve the resolution adopting the proposed 2014 budget, appropriating funds for the 2014 budget, and certifying the property tax mill levy. There was a second by Neth.*

Discussion:

Mr. Liggett expressed his concern that by reducing the contingency line item and using those dollars for compensation that future budgets would be impacted. Because of this, he noted he would be voting “no” on the budget resolution.

President Gard requested a roll call vote on the motion.

Gabel: for  
Neth: for  
Wawro: for  
Frey: for  
Birks: for  
Liggett: against  
Gard: for

*The motion carried by a majority vote, 6-1.*

## **VII. NEW BUSINESS**

### **A. Amendment to PRPLD Finance & Business Policies, 2.2 Budget Policy re: Capital Projects – Gabel**

Trustee Gabel explained the reason for the proposed amendment to this policy and requested board approval to change wording to: “All unexpended annual appropriations for operating and capital replacement funds lapse at year-end.

Appropriations for capital projects continue until completion of the specific project” This change would result in budgets for capital projects remaining open until projects are finished and re-appropriating funds from one year to the next for projects in process would not be necessary. Appropriations for capital projects continue until completion of the specific project.”

*There was a motion to approve the proposed wording change by Trustee Gabel which was seconded by Vice President Frey. The motion carried unanimously, 7 - 0.*

### **B. Approval of exemption of Library Diagonal Walk Improvements Project from COFC Municipal Code Sec. 8-161 (c) - Carroll**

Mr. Meyers explained that the Library District didn't select all the project alternatives because we didn't have money at the time the contract was awarded. Since then, more money has been raised and the Library District is able to fund the entire project. However, language in the City of Fort Collins Municipal Code limits change orders to 15% of the contract amount. Adding back these options would exceed that limit. Since these options were part of the original design rather than additions to the project scope, management is requesting an exemption to the 15% change order limitation.

*There was a motion by Trustee Gabel for board approval of an exemption for the library diagonal walk improvements project from the limits provided in City of Fort Collins Municipal Code Sec. 8-161(c) exemptions. Second by Trustee Frey. The motion carried unanimously, 7 - 0.*

## **VIII. INFORMATION AND ANNOUNCEMENTS**

### **A. Imaginates Evaluation (10 min) – Ulloa**

Johanna Ulloa, Outreach Services Manager, gave a presentation about the Imaginates program via Prezi to illustrate the success of the program.

President Gard asked to see the videos (link) when they are available.

**B. Changes to Storytimes Report (5-10 min) - Hays**

Early Literacy Librarian Vicky Hays gave a presentation about the reasoning behind the decision to make changes related to the age of a child for story times. She explained that the change is based on stage of development as opposed to the age of the child. This is a trial period now through May 2014. So far, feedback has been very positive.

**IX. TRUSTEE REPORTS AND COMMUNICATION**

Trustee Gabel:

- I attended a wonderful Fort Collins Reads event. There was a wonderful turnout.

Trustee Neth:

- CSU and the Library District are exploring how to better promote both libraries. Key staff are meeting and it sounds promising.

President Gard:

- The Friends of the Library Book sale is over and appears to have been very successful.
- The Tax Increment Finance letter was sent out and as a result, received a note from Council Member Horak. Gard, Liggett and Carroll met with him on Friday to discuss.
- For the author event on November 14, there is one more seat available for dinner should anyone else care to join.

**X. ADJOURNMENT**

*It was moved by Trustee Wawro and seconded by Trustee Neth to adjourn the meeting at 6:09 p.m. The motion carried unanimously, 7 – 0.*

Respectfully submitted,

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Cara Neth, Secretary

Cynthia Langren, Recording Secretary