

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

**March 10, 2014
4 p.m.**

Harmony Library
4616 S. Shields Street
Fort Collins, CO

FOR REFERENCE:

PRESIDENT:	John Frey	482-0212
VICE PRESIDENT:	Cara Neth	491-3759
EXECUTIVE DIRECTOR:	Holly Carroll	221-6670
ADMINISTRATIVE SUPPORT:	Cynthia Langren	221-6694

BOARD MEMBERS PRESENT:

Jennifer Birks
John Frey
Linda Gabel
Mike Liggett
Amanda Quijano
Maddy Wawro

OTHERS IN ATTENDANCE:

Elizabeth Dauer, Legal Counsel
Kim Seter, Legal Counsel
Annie Fox, FRCC
Larry Webber

BOARD MEMBERS ABSENT:

Cara Neth

DISTRICT STAFF PRESENT:

Tova Aragon
Jean Bosch
Holly Carroll
Barbara Crandall
Kim Doran
Ken Draves
Carol Gyger
Cynthia Langren
Currie Meyer
Rob Stansbury
Johanna Ulloa
Paula Watson-Lakamp

I. CALL TO ORDER

Vice President Frey called the meeting to order at 4:03 p.m.

II. POEM READING

Vice President Frey read a poem by Mary Oliver entitled: *How it is With Us, and how it is With Them.*

III. ELECTION OF OFFICERS

Trustee Birks read the proposed slate of officers:

President:	John Frey
Vice President:	Cara Neth
Secretary:	Jennifer Birks
Treasurer:	Linda Gabel

The floor was open to other nominations. There being none, Vice President Frey asked for a motion. *Trustee Liggett moved to approve the slate of officers as proposed. There was a second by Trustee Gabel and the motion carried unanimously, 5 – 0.* (Trustee Wawro was not yet present.)

IV. WELCOME NEW MEMBER/ADMINISTER OATH OF OFFICE

President Frey administered the Oath of Office and welcomed new member Amanda Quijano.

V. AGENDA REVIEW

No changes.

VI. PUBLIC COMMENT

Larry Webber commended the board on how far the library has come since 1976 when the library on Peterson Street was first constructed. He's very pleased with the board and the growth of the District.

VII. APPROVAL OF MINUTES (February 10, 2014)

There was a motion by Trustee Gabel to approve the February 10, 2013 meeting minutes as presented. The motion was seconded by Trustee Wawro. The motion carried unanimously, 6 – 0.

VIII. CONSIDER ADOPTION OF THE ANNUAL ADMINISTRATIVE RESOLUTION

Ms. Dauer explained that the resolution distributed at the meeting today is the correct version for approval. The difference between the two versions is a name and location of the meeting correction.

The purpose of the Annual Administrative Resolution is for the board to reaffirm its statutory obligations on a number of requirements, ranging from banking, the official newspaper, posting of meetings, insurance, and the law firm representing the District.

There was a motion by Trustee Gabel to adopt the Administrative Resolution. There was a second by Trustee Birks. The motion carried unanimously, 6 – 0.

IX. STAFF PRESENTATION of ORANGEBOY DASHBOARD

Executive Director Carroll and Ms. Watson-Lakamp gave a presentation on the updated dashboard and a new messaging system that the District is beta testing for the company.

X. REPORTS

A. DIRECTOR'S REPORT (February 2014)

The February 2014 written report was accepted as presented. In addition, Executive Director Carroll reported that:

- The District is sponsoring a Chamber of Commerce event on April 16 from 9:30 – noon at the Lincoln Center. Acclaimed business author, Jim Collins, will discuss his new book *Great by Choice*. As part of the sponsorship, the District was allotted 10 tickets. Please contact Executive Director Carroll or Ms. Langren if interested in attending.
- March 19 is the Colorado Association of Libraries (CAL) Lobby Day. She will be attending along with Robin Gard of the Friends of the Library to the State Capitol. If anyone else would like to attend, please contact Executive Director Carroll or Ms. Langren.

B. COMMITTEE REPORTS

1. Finance Committee
No report.
2. Human Resources Committee
No report.
3. Policy Committee
No report.
4. Nominating and Board Development Committee
No report.

C. FINANCIAL REPORT

In Mr. Barnes's absence, Executive Director Carroll presented the February 2014 Financial Report to the board. The report was accepted as presented.

D. LEGAL REPORT

Ms. Dauer had nothing to add to the written report.

XI. UNFINISHED BUSINESS

A. Library Park Landscape Update – Carroll

Executive Director Carroll urged board members to walk the new diagonal. It is much improved and the Tivoli lights are especially appealing. It is hoped that the project will be complete in May when the final landscaping can be finished.

B. Library Trust Fundraising Update - Carroll

Executive Director Carroll reported that at their last meeting, the Trust approved the transfer of funds from the Woodward donation. Trustee Liggett mentioned that the donor wall was discussed and it was agreed that if anyone donates at least \$1,000, they will be acknowledged on the wall. The wall will be shared with the Friends and the Trust as well as donors to the District who meet the minimum donation amount.

XII. NEW BUSINESS

A. 2014 Comprehensive Budget - Carroll

Executive Director Carroll indicated that the purpose of this document is to provide an easy to understand explanation of the District's complex budget. Mr. Barnes compiled the information from managers and produced this report for the board to have as an FYI.

Trustee Birks thanked Carroll and commented that the report is very clear and concise.

B. Authorization for Continued Negotiations re: Extension of Webster House Lease – Carroll & Liggett

President Frey informed the board that he has spoken with Mr. March who represents the Wilkins Trust. At this time, there is not a firm offer on the extension of the lease. The board is being asked to authorize Executive Director Carroll and President Frey to negotiate this extension to August of 2015.

Trustee Liggett moved to authorize Executive Director Carroll and President Frey to negotiate with the Wilkins Trust on behalf of the board to extend the lease through July 2015. There was a second by Trustee Wawro. The motion carried unanimously, 6 – 0.

President Frey will keep the board informed as things progress.

XIII. INFORMATION AND ANNOUNCEMENTS

A. Board Committee Assignments - Frey

President Frey requested that the committee assignments remain as is for now, but would like to discuss this topic at the upcoming retreat.

B. Board Retreat Reminder - Frey

The retreat is scheduled for April 25 at Primrose Studio.

Tentative schedule:

- 8:30 - 9 a.m. continental breakfast
- 9 a.m. – 1 p.m. (hard stop at 1:15 since reservation ends at 1:30 and clean up time will be needed)
- No facilitator
- Possible topics:
 - Budget
 - Adding a consent agenda to the meetings
 - Committees – are they needed?
 - Improving relationships with entities outside of Fort Collins but within the District i.e. Poudre School District (suggested by Trustee Quijano)
 - *If you have an item to suggest for the agenda, please let President Frey know.*

XIV. TRUSTEE REPORTS AND COMMUNICATION

A. 2014 BOT Calendar

Calendars were distributed to each member.

B. Revised BOT Contact List

Updated contact lists were distributed to each member.

XV. ADJOURNMENT

Trustee Gabel moved to adjourn the meeting at 4:52 p.m. Trustee Birks seconded the motion. It carried unanimously, 6 – 0.

Respectfully submitted,

Jennifer Birks, Secretary

Cynthia Langren, Recording Secretary