

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

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

Old Town Library
201 Peterson 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
Cara Neth (late, excused)
Amanda Quijano
Maddy Wawro

OTHERS IN ATTENDANCE:

Annie Fox, FRCC
Elizabeth Dauer, Legal Counsel

DISTRICT STAFF PRESENT:

Jeff Barnes	Vicky Hays
Jean Bosch	Cynthia Langren
Holly Bucks	Currie Meyer
Holly Carroll	Sarah Scobey
Ken Draves	Rob Stansbury
Carol Gyger	Johanna Ulloa

I. CALL TO ORDER

President Frey called the meeting to order at 4:02 p.m.

II. POEM READING

President Frey read a poem entitled: *Night Journey* by Theodore Roethke.

III. AGENDA REVIEW

President Frey noted that Executive Director Carroll has one item to add to the Director's Report and under UNFINISHED BUSINESS; preceding "a." is a presentation of the budget.

IV. NEEDS ASSESSMENT PRESENTATION by Claire Thomas, Slate Communications

Ms. Thomas updated the board on the progress thus far on the Needs Assessment. The first phase involves focus groups for stakeholders and community leaders and collecting thoughts and ideas about what our users want in their library. For the month of November, there are seven meetings planned and there will be an online survey option as well. In December the team will work on the raw data and look for common themes. In January, they will go out again to the general public and possibly hold more focus group sessions. The plan is to complete the process in February with a final report.

Trustee Liggett inquired how the team plans to reach those who don't use the library. This question needs to be asked: for those who don't currently use the library, what exactly is missing for them? What would it take to get them to become library users?

Trustee Quijano asked that the board have an opportunity to review the questions that will go out to the community at large.

V. PUBLIC COMMENT

None.

VI. CONSENT AGENDA

- a. Consideration and Approval of the Minutes of the October 13, 2014 Regular Board meeting
- b. Consideration and Approval of the October 2014 Director's Report
Executive Director Carroll announced that in addition to the written report, Mr. Barnes received an award of Excellence from the GFA.
- c. Consideration and Approval of the October 2014 Financial Report
- d. Consideration and Approval of the October 2014 Legal Status Report

Trustee Gabel moved to approve the items on the consent agenda. There was a second by Trustee Birks and the motion carried unanimously, 6 – 0.

VII. REPORTS

a. Friends of the Library (FOL) Update – Birks

Trustee Birks reported that the Friends:

- Have moved into the new sorting center and are getting organized.
- Continue to sell the 2015 Book Lovers desk calendars for \$10/each. An order form was passed around. If interested in purchasing a calendar, please indicate on the form, or contact her, Robin Gard or Holly Carroll.
- Are currently discussing changes to future book sales. Perhaps holding four smaller sales at the libraries would be more productive than holding large sales outside of the libraries.
- Are discussing other fundraising options.
- Did a fall membership drive; becoming a member of the Friends is now easier than ever with a new online sign-up and payment option.
- Will be conducting their Annual meeting on December 2 at 2:30 p.m. All board members are invited to attend. They will be voting on their bylaws.

- President Gard and the Friends extend their thanks to Executive Director Carroll and staff for promoting and recognizing FOL for their support at the programs they help fund and make possible. It is much appreciated.

b. Council Tree Building Improvements Update - Draves

Deputy Director Draves reported that the project consists of elements mainly to improve the entrance area, improve flow in the children's area and create an office for the Council Tree Library Manager.

John Stephen, City of Fort Collins, recommended the District contract with Finishing Touch a company that the City has selected through a competitive process for projects of this magnitude. The City is pleased with their work and cost. Draves noted he and Currie Meyer met with a representative from Finishing Touch and that the District will once again work with Ditesco to provide project management. It is likely that things won't get started until after January 2015.

VIII. UNFINISHED BUSINESS

a. Presentation of the Proposed Amendments to the 2014 PRPLD Budget - Barnes

Mr. Barnes presented proposed amendments to the 2014 Poudre River Public Library District budget. Staff requests changes to appropriate additional revenue received in 2014 and adjust the budget for improvements being made to Council Tree Library. The increase to the General Fund is \$138,000 and to the Capital Projects Fund budget is \$55,000.

b. Public Hearing re: Proposed Amendments to the 2014 PRPLD Budget - Barnes

President Frey opened the Public Hearing on the amendment of the 2014 PRPLD budget. There were no comments. *Trustee Liggett moved to close the Public Hearing and Trustee Gabel seconded the motion. It carried unanimously, 6 – 0.*

c. Approval of Proposed Amendments to the 2014 PRPLD Budget – Barnes

Trustee Gabel moved to approve a resolution amending the 2014 budget as presented today. There was a second by Trustee Quijano. The motion carried unanimously, 6 – 0.

d. Amendment to Capital Reserve Budget Policy – Barnes

Mr. Barnes explained that staff is requested an amendment to the budget policy regarding transfer to the Capital Projects Fund to fund the Library District's Capital Replacement Plan. The policy would be modified to set the annual transfer at \$250,000 which is adequate to fund the Capital Replacement Plan developed in 2013 and provide some funds for future facility needs. The amended policy will adequately fund the Capital Replacement Plan while allowing funds beyond those needs to remain in the General Fund and be available for operating costs.

Trustee Liggett moved to approve a resolution changing the current Budget Policy to read "A Capital Reserve is established and will be funded annually at \$250,000. The intent of this reserve is to accumulate funds for the major repair or replacement of District facilities and/or equipment and for new or expanded facilities. This reserve will be maintained separate from the District's General Fund in a Capital Projects Fund." There was a second by Trustee Wawro. The motion carried unanimously, 6 – 0.

- e. **Presentation of the 2015 Poudre River Public Library District Budget – Barnes**
Mr. Barnes presented the 2015 Poudre River Public Library District Budget to the board. This was first presented at the October 13, 2014 board meeting. The details of the estimated revenue and proposed expenditures were reviewed. There is one change between that draft and the budget presented today: There has been an \$8,000 reduction in donation revenue and program expenditures due to a decrease in the amount expected to be funded by the Friends of the Library. He stated that since the October 13 meeting, the notice of public hearing was published and copy of the budget information has been available on the District’s website and at each library.

- f. **Public Hearing of the 2015 PRPLD Budget – Barnes**
President Frey opened the Public Hearing on the 2015 PRPLD budget. There were no comments. **Trustee Gabel moved to close the Public Hearing and Trustee Wawro seconded the motion. It carried unanimously, 6 – 0.**

- g. **Approval of the 2015 PRPLD Budget – Barnes**
Trustee Gabel moved to approve resolutions adopting the proposed 2015 PRPLD budget. Trustee Birks seconded the motion which carried unanimously, 6 – 0.

Vice President Neth arrived at this point and gave an update on the Library Trust as follows:

Library Trust Fundraising Update – Neth

The Trust has identified who will meet with representatives from this board re: reorganizing. Reps from this board are: President Frey and Trustees Liggett and Gabel. **There was a motion by Trustee Neth to approve these representatives to discuss matters with the Library Trust regarding structures and relationship. Trustee Birks seconded the motion. It carried unanimously, 7 – 0.**

A reminder that Colorado Gives Day is coming up on December 1. It’s a great way to generate quick funding support for the District through the Trust.

IX. NEW BUSINESS

- a. **Evaluation of Executive Director – Frey**
Vice President Neth reported that the ad-hoc committee had an initial meeting with Executive Director Carroll and plan to have a second meeting to discuss the process. At this point they are considering basing most of the evaluation on a series of metrics that ED Carroll will provide along with an update on the status of the library district and her goals. She will be able to provide more information at the December board meeting. She also noted that the committee also plans to come forward with salary information after they review what other Districts pay their Executive Directors.

X. INFORMATION AND ANNOUNCEMENTS

Executive Director Carroll:

- Author Eban Alexander, author of *Map of Heaven*, is coming November 18. There are four seats available at the dinner table. Please let her know if you are interested.
- Please notice the veteran’s print project in this room. Ms. Watson-Lakamp partnered with a veteran’s group on CSU campus to make this happen. What makes it so special is

that the veteran tells their story to an artist who then creates artwork to reflect the story. She hopes to get more artwork to circulate through the libraries for display.

Trustee Quijano:

- Suggested that the Fort Collins READS and cooperation with public schools needs to be improved. Shared that a community she knows of is reading the same book and it is talked about and discussed all over town.

XI. ADJOURNMENT

Trustee Gabel moved to adjourn the meeting at 5:05 p.m. Trustee Liggett seconded the motion. It carried unanimously, 7 – 0.

Respectfully submitted,

Jennifer Birks, Secretary

Cynthia Langren, Recording Secretary