

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

**May 11, 2015
4 p.m.**

Harmony Library
4616 S. Shields Street
Fort Collins, CO

FOR REFERENCE:

PRESIDENT:	John Frey	482-0212
VICE PRESIDENT:	Maddy Wawro	221-0306
EXECUTIVE DIRECTOR:	Holly Carroll	221-6670
ADMINISTRATIVE SUPPORT:	Cynthia Langren	221-6694

BOARD MEMBERS PRESENT:

Jennifer Birks
Linda Gabel
Becki Hartshorn
Mike Liggett
Amanda Quijano
Maddy Wawro (late, excused)

OTHERS IN ATTENDANCE:

Annie Fox, FRCC
Elizabeth Dauer, Legal Counsel

BOARD MEMBERS ABSENT:

John Frey (excused)

DISTRICT STAFF PRESENT:

Jeff Barnes	Cynthia Langren
Jean Bosch	Anne Macdonald
Holly Carroll	Currie Meyer
Kim Doran	Serena Robb
Ken Draves	Rob Stansbury
Carol Gyger	Johanna Ulloa
Ellen Lake	Paula Watson-Lakamp
	Victor Zuniga

I. CALL TO ORDER

Secretary/Treasurer Gabel called the meeting to order at 4:05 p.m.

II. AGENDA REVIEW

No changes.

III. POEM READING

Deputy Director Draves read a poem entitled: *In Praise of Prairie* by Theodore Roethke.

IV. PUBLIC COMMENT

None.

V. STAFF PRESENTATION: San Juan del Sur Biblioteca Mobile Unit by Carol Gyger & Victor Zuniga

Via PowerPoint, Ms. Gyger and Mr. Zuniga shared photos and information from their recent trip to San Juan del Sur Biblioteca in Nicaragua. They provided background information on the relationship between the libraries and described the area.

The purpose of the trip was to assist staff in upgrading the technology for the mobile unit. Previously, materials checked out from the mobile unit were recorded by handwriting each title on a sheet of paper. Now materials are coded and checked out much more efficiently and accurate records are kept.

VI. CONSENT AGENDA

- a. Consideration and Approval of the minutes of the April 13, 2015 Regular Board meeting
- b. Consideration and Approval of the April 2015 Financial Report
- c. Consideration and Approval of the April 2015 Legal Status Report

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

VII. REPORTS

a. Director's Report – Carroll

In addition to her written report, Executive Director Carroll reported the following:

- Human Resources Manager Ellen Lake introduced Serena Robb, the new Volunteer Coordinator for the Library District.

b. Library Trust Update – Gabel

Trustee Gabel reported there are still two members who are ill, and no officers have officially been appointed. There are three new trust members.

The group is working on its donor tracking list. Friends of the Library President Robin Gard attended the meeting and suggested the two groups combine donor lists.

Trustee Gabel noted that the endowment subcommittee is waiting to meet until after this board's May 22 retreat as they are hoping there will be something tangible to raise money for once the board discusses the new Strategic Plan.

In June, the Trust hopes to discuss committee structure and moving forward with a project in mind (as a result of the Strategic Plan retreat).

c. Friends of the Library Update – Birks

Trustee Birks reported that:

- The FOL is holding its first kids' books only sale. It will be held at Old Town Library, May 15 and 16, on the front lawn.
- The next regular used book sale is July 10 – 12 at Harmony Library.
- The FOL could use help manning its shop at Harmony Library.

d. Council Tree Remodel – Draves

Deputy Director Draves noted that Ms. Meyer provided a good summary in the Council Tree Library portion of the Director's Report. He added that she is doing a great job working with the contractor and things are going smoothly. It appears that the project will be complete before the start of the Summer Reading Program.

XIII. UNFINISHED BUSINESS

a. Board Retreat Update - Carroll

Executive Director Carroll gave an update on the upcoming board retreat:

- She hired Laureen Trainor to facilitate. This is the same person who recently conducted Logic Model training for staff.
- It will be a full day, 8:30 a.m. – 4:30 p.m. with a morning break and a lunch break.
- A lunch menu will be sent out to everyone soon. Will probably order box lunches.
- Please be sure to review the materials that have been sent out via email before the retreat. Trustee Quijano encouraged everyone to go over the Slate Communications statistics which can be found online (Executive Summary).

b. Paul Gwyn Estate –Carroll

Executive Director Carroll received communication from attorney John Duvall at the City. The total amount the District will receive is just under \$399,000. Before the gift will be awarded to the District, it must be accepted by the Fort Collins City Council first and go through two readings. Therefore, the District cannot take formal action until June, possibly later depending on when it goes to Council. With the monies, the board approved purchase of the STREAM van, and an Automated Materials Handler (AMH) for Council Tree Library. After that, there will still be approximately \$100,000 remaining.

IX. NEW BUSINESS

a. Final Approval of Webster House Purchase – Barnes

Executive Director Carroll explained that in 2011 the Library District purchased an undivided two-thirds interest in the Webster House Administration Center (WHAC) and entered into a lease agreement with the Wilkins Trust for the remaining one-third

interest. The lease agreement ends July 31, 2015, so she is asking board approval to authorize the final payment.

Trustee Gabel moved to authorize the final purchase of Webster House Administration Center for the amount of \$417,333.38 with a closing to occur prior to July 31, 2015. The motion was seconded by Trustee Birks and passed unanimously, 6 – 0.

X. INFORMATION AND ANNOUNCEMENTS

Executive Director Carroll:

- Hampton Sides, author of *In the Kingdom of Ice*, is appearing at the Hilton Fort Collins on May 26, 7 – 9 p.m. and is the last of the CSU author series. This is a fundraiser; \$100/individual ticket (you can bring a guest). If you can support this endeavor, please do.

Trustee Hartshorn:

- I brought my 6-year-old to the French story time. Ludy did a terrific job. It was fun and well organized.

XI. ADJOURNMENT

Trustee Quijano moved to adjourn the meeting at 4:54 p.m. Trustee Birks seconded the motion. It carried unanimously, 6– 0.

Respectfully submitted,

Linda Gabel

Linda Gabel, Secretary

Cynthia Langren, Recording Secretary