

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

**June 8, 2015
4 p.m.**

Old Town Library
201 Peterson Street
Fort Collins, CO

FOR REFERENCE:

PRESIDENT:	John Frey	484-4524
VICE PRESIDENT:	Maddy Wawro	221-0306
EXECUTIVE DIRECTOR:	Holly Carroll	221-6670
ADMINISTRATIVE SUPPORT:	Cynthia Langren	221-6694

BOARD MEMBERS PRESENT:

Jennifer Birks
John Frey
Becki Hartshorn
Mike Liggett
Amanda Quijano
Maddy Wawro

BOARD MEMBERS ABSENT:

Linda Gabel

OTHERS IN ATTENDANCE:

Annie Fox, FRCC
Elizabeth Dauer, Legal Counsel

DISTRICT STAFF PRESENT:

Jeff Barnes	Ellen Lake
Holly Bucks	Cynthia Langren
Holly Carroll	Currie Meyer
Ken Draves	Louise Mosnik
Carol Gyger	Rob Stansbury
Vicky Hays	

I. CALL TO ORDER

President Frey called the meeting to order at 4:05 p.m.

II. AGENDA REVIEW

No changes.

III. POEM READING

President Frey read a poem entitled: *Why I Wake Early* by Mary Oliver.

IV. PUBLIC COMMENT

None.

V. STAFF PRESENTATION: Green Team Update by Louise Mosnik

Ms. Mosnik provided background information about the team from its inception in 2012 to the present. She highlighted all that the team has accomplished each year and how the Library District has earned Platinum status in 2013 and 2014.

The Green Team just recently learned that the ClimateWise program is being revised. Dubbed ClimateWise 2.0, the new program simplifies program requirements, will engage more businesses, reporting is streamlined, and will provide easier and more focused steps to participate and earn program badges. There are five primary badges plus a “limited edition” specialty badge available to earn.

Ms. Mosnik added that the Green Team has begun emailing “helpful hints” to all library staff re: ways to be green on a monthly basis to all library staff and they continue to find ways to educate staff and make learning fun at the same time.

The Green Team arranged for City environmental staff to attend the next Library District All-Staff meeting (July 29) and do a presentation on the Save-A-Watt program. This presentation to staff will count towards fulfilling one of the requirements for earning a special badge in the revised ClimateWise Program. At the all-staff meeting, kits will be given out to anyone who would like to participate. The kits are for home/personal use. If any board members would like to receive a kit in July, please let Ms. Langren know.

VI. CONSENT AGENDA

- a. Consideration and Approval of the minutes of the May 11, 2015 Regular Board meeting
- b. Consideration and Approval of the May 2015 Financial Report
- c. Consideration and Approval of the May 2015 Legal Status Report

Trustee Hartshorn moved to approve the items on the consent agenda. There was a second by Trustee Birks. 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:

- Urban Redevelopment Fairness Act HB 15-1348:
 - Each URA must have a commissioner that is a board member of a special district selected by the special districts levying a mill levy within the boundaries of the URA
 - Before a new TIF project can be approved, all tax districts affected must be notified.
 - The affected district must meet and try to reach agreement.
 - If after 120 days, there is no agreement, the parties must submit to mediation
- Municipality may agree to the mediator’s findings or agree via an IGA to an alternative cost allocation.

- Plan goes into effect January 1, 2016 and applies to any urban renewal plan amendments, modifications adopted after 1/1/16, alteration in boundaries, changes in the mill levy or sales tax component of any plan.
- Successful start to the Summer Reading Challenge – 2,841 have registered to date
- Imaginates finale is tomorrow (June 9) at Bas Bleu. Trustee Quijano plans to attend to represent the board.
- The District will be represented in the Fort Collins 4th of July parade showcasing the new STREAM van and walkers will be outfitted in superhero capes and masks to reflect the Summer Reading Challenge superhero theme. If you want to join in the fun, let Cynthia know.

b. Library Trust Update – Gabel

No report; Trustee Gabel not present.

c. Friends of the Library Update – Birks

Trustee Birks reported that:

- The recent children's books only sale was very successful. The sale earned about \$1,500 and over 60 boxes of books were sold.

d. Council Tree Remodel Update – Draves

In addition to the information contained in the Director's Report, Deputy Director Draves noted Library Manager Currie Meyer has been doing a good job of overseeing the project and is currently working on punch list items with Ditesco.

XIII. UNFINISHED BUSINESS

a. Strategic Planning Update - Carroll

Executive Director Carroll thanked the board for attending and participating at the retreat. Trustee Gabel volunteered to participate in the Strategic Planning Team, along with six staff members. Nominations for those six spots are being accepted; a memo went out today. Responses will go to Laureen and she will recommend members for the team by the end of next week. The goal is to get the new plan done by the first of August in time for review and approval by the Board at the August board meeting.

Trustee Quijano expressed concern that the collections issue hasn't been addressed. Executive Director Carroll will check to see what version of the Community Needs Assessment is on the website and compare it to the final report.

b. Paul Gwyn Estate Update –Carroll

Executive Director Carroll attended the Fort Collins City Council meeting Tuesday, June 2. The bequest was an item on the consent agenda, but she was glad she attended in person as City Manager Atteberry acknowledged her publicly when he gave background

information concerning Mr. Gwyn to Council. Assuming it passes on second reading, the funds should be transferred to the District in the near future.

IX. NEW BUSINESS

a. **Acceptance – 2014 Audit Report – Barnes**

Mr. Barnes reviewed the audit report with the board and explained that there were no exceptions from the auditors.

Trustee Liggett moved to accept the 2014 Audit Report as presented. There was a second by Vice President Wawro. The motion carried unanimously, 6 – 0.

b. **Approval of New Courier Contract – Barnes**

Mr. Barnes explained that in May, the Library District, with the assistance of the City of Fort Collins Purchasing Department, issued a bid proposal for pickup and delivery services of library materials between the libraries, Webster House Administration Center and the remote book drop sites. Four bids were received with the bid from Armored Knights, Inc. from Denver being the low bid. Based on discussions with Armored Knights' staff and reference checks, management is recommending acceptance of Armored Knights, Inc.'s bid. The contract with Armored Knights, Inc. will be for one year beginning July 1, 2015 with an option of up to four annual renewals.

There was a motion by Trustee Hartshorn to approval the contract with Armored Knights, Inc. for one year beginning July 1, 2015 with an option for four annual renewals. Vice President Wawro seconded the motion. The motion carried by a unanimous vote, 6 – 0.

X. INFORMATION AND ANNOUNCEMENTS

July Board Meeting

- President Frey recommended cancellation of the July board meeting due to lack of business items. ***Trustee Quijano moved to cancel the July 13, 2015 Board of Trustees meeting. The motion was seconded by Trustee Liggett and carried unanimously, 6 - 0.***

XI. ADJOURNMENT

Trustee Hartshorn moved to adjourn the meeting at 4:50 p.m. Trustee Birks seconded the motion. It carried unanimously, 6– 0.

Respectfully submitted,

Linda Gabel

Linda Gabel, Secretary

Cynthia Langren, Recording Secretary