

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

**September 14, 2015  
4 p.m.**

Council Tree Library  
2733 Council Tree Drive  
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:**

John Frey  
Linda Gabel  
Mike Liggett  
Amanda Quijano  
Becki Schulz  
Maddy Wawro (late)

**BOARD MEMBERS ABSENT:**

Jennifer Birks (excused)

**DISTRICT STAFF PRESENT:**

|                |                 |
|----------------|-----------------|
| Jeff Barnes    | Vicky Hays      |
| Jean Bosch     | Alice Jorgensen |
| Holly Bucks    | Cynthia Langren |
| Chris Cortez   | Anne Macdonald  |
| Holly Carroll  | Currie Meyer    |
| Kim Doran      | Sarah Scobey    |
| Kristen Draper | Rob Stansbury   |
| Ken Draves     | Molly Thompson  |
| Sylvia Garcia  |                 |

**OTHERS IN ATTENDANCE:**

Elizabeth Dauer, Legal Counsel  
Annie Fox, FRCC

**I. CALL TO ORDER**

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

**II. AGENDA REVIEW**

No changes.

**III. POEM READING**

President Frey read a poem entitled: *Encyclopaedia Britannica* by Jane Shore.

**IV. PUBLIC COMMENT**

Staff member Kristen Draper expressed thanks to Executive Director Carroll and the other Strategic Plan Committee members for their work on the draft 2016-2018 Strategic Plan that is before the board for approval.

**V. PRESENTATION: Lynda.com by Molly Thompson**

Executive Director Carroll introduced staff member Molly Thompson, Jobs and Career Librarian. Ms. Thompson presented an exciting new website that is now available to our patrons: Lynda.com. This is an online education company offering thousands of video courses in software, creative, and business skills. Members have unlimited access to watch the videos, which are primarily educational. The board thanked Ms. Thompson for the presentation.

**VI. CONSENT AGENDA**

- a. Consideration and Approval of the August 10, 2015 meeting minutes
- b. Consideration and Approval of the August 2015 Financial Report
- c. Consideration and Approval of the August 2015 Legal Status Report

***Trustee Gabel moved to approve the items on the consent agenda. There was a second by Trustee Quijano. 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:

- Library Manager Currie Meyer is available to give tours after the board meeting—please take advantage of this opportunity to see firsthand the changes here at Council Tree Library.
- Good news about the property tax assessment; there is 15% increase in assessed valuation.
- The District had two excellent nominees for Colorado Association of Libraries (CAL) awards. Even though they were not accepted, I am very proud of staff for our submittals. One was “Excellence in Youth Services” by Librarian Vicky Hays and the other was for the project category: “The Battle of the Bards”.
- “An Afternoon with Al Roker” - Mr. Roker will be here to promote his new book, *The Storm of the Century: Tragedy, Heroism, Survival, and the Epic True Story of America's Deadliest Natural Disaster: The Great Gulf Hurricane* on Saturday, October 10 at 3 p.m. Location: the University Center for the Arts in the Griffin Concert Hall. Tickets are \$17 each or purchase one copy of the book and receive two tickets. Tickets available at Old Firehouse Books.
- The author visit by Jason Ramos, author of *Smokejumper*, was taped by C-SPAN. 185 attended the event
- As part of the CSU Creative Writing Reading Series, Mary Szybist will be visiting this Thursday at 7:30 p.m. in the North Ballroom, Lory Student Center, CSU.

- There was great press on the ComiCon event. Sold out all 1,000 tickets.

**b. Library Trust Update – Gabel**

Trustee Gabel was unable to attend the meeting; however, Deputy Director Draves attended and reported that the Trust discussed Colorado Gives Day and the possibility of having an Open House as part of the campaign. The theme is STEM so we are confident we can work something out fairly quickly for that if needed.

**c. Friends of the Library (FOL) Update – Carroll**

In Trustee Birks's absence, Executive Director Carroll gave a report provided to her by FOL President Robin Gard.

- The Friends volunteered 110 hours at the September 12 Comic Con event.
- They are working to rid their storage unit of inventory by giving some hard to move/sell items to thrift shops.
- They are gearing up for their fall book sale at Old Town Library coming up next month.

**VIII. UNFINISHED BUSINESS**

**a. 2016-2018 PRPLD Strategic Plan (Approval requested) - Carroll**

Executive Director Carroll reminded the board that since last month's board meeting, the document has been slightly revised to address concerns that were expressed at the August board meeting. She reported that she did not receive any further comments or feedback from the board in response to her August 20, 2015 email invitation to do so, so the final draft is before the board for approval today.

President Frey asked if there is a motion to approve the draft Strategic Plan.

***Trustee Gabel moved to approve the 2016-2018 PRPLD Strategic Plan as presented (and contained in the September 14, 2015 board packets).***

Discussion: Trustee Quijano said she is not ready to approve it and recommended tabling this item until the September 28 board work session as she feels it warrants further discussion.

***Trustee Quijano moved to table this item, approval of the 2016-2018 PRPLD Strategic Plan, to the September 28 board work session.*** The motion failed for lack of a second.

Trustee Quijano inquired if she is allowed to send out her comments via email, outside of a public meeting. Ms. Dauer explained that it is acceptable for a board member to communicate via email, one-on-one, to Executive Director Carroll, but not to do so to the board as a group. That would be a violation of the Sunshine Law.

Trustee Quijano indicated that her overarching concern is that the third target audience that is part of the strategic plan, the business community, is not a addressed as a priority in the Needs Assessment. Also, the Needs Assessment she acquired online via the District's website did not include the appendices. When the appendices are included, the entire document is about 120 pages long. She was concerned that the staff committee who worked on the creation of the Strategic Plan did not have access to the appendices. Ms. Bosch affirmed that the committee did indeed have the document in its entirety and were able to refer to it as they considered what to include in the Strategic Plan. Executive Director Carroll also noted that the Needs Assessment report was only one of the many resources the committee referred to and considered when creating the new Strategic Plan.

Trustee Quijano noted that there were also some grammatical errors that should be corrected before the Needs Assessment is considered final.

***President Frey called the question and the motion to approve the 2016-2018 PRPLD Strategic Plan passed by a majority vote, 5 – 1.***

#### **IX. NEW BUSINESS**

**a. Incoming Email (to the Board mailbox) Process – Frey**

Trustee Gabel noted that the board's e-mailbox receives very few messages that the board needs to respond to. In order to streamline the process, she proposed that as Secretary/Treasurer, she be the recipient of the emails to the board and she will then screen and pass them on to the rest of the board and/or staff as needed or delete since many are spam messages. She added that Administration could be copied on the emails as well if the board desires.

President Frey added that there are a lot of emails the box receives from the City of Fort Collins, unnecessarily, and wondered if anything can be done about that.

***After a brief discussion it was agreed that Executive Director Carroll will discuss this issue with IT Manager Carol Gyger to come up with a solution that will be proposed at next month's board meeting.***

**b. Automated Materials Handler Purchase/SoleSource Approval – Carroll**

Executive Director Carroll asked for approval of the Automated Materials Handler for Council Tree Library as outlined in the Agenda Item Summary.

***Trustee Gabel moved to approve the purchase. There was a second by Trustee Schulz.***

Discussion: President Frey asked Ms. Dauer to confirm that this purchase is in accordance with the District's policy, 2.7, Procurement Policy. She confirmed

that it is and noted that the motion should be amended to include that specific wording.

***Trustee Liggett amended the original motion as follows: To approve the sole source purchase of an AMH machine to be installed at Council Tree Library in the amount of \$165,655 in accordance with the District's policy, 2.7 Procurement Policy. Trustee Gabel agreed with this amendment. Trustee Schulz seconded the amended motion. The motion carried by a unanimous vote, 6 – 0.***

**X. INFORMATION AND ANNOUNCEMENTS**

None

**XI. ADJOURNMENT**

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

Respectfully submitted,

*Linda Gabel*

Linda Gabel, Secretary

Cynthia Langren, Recording Secretary