

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

**October 12, 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
Linda Gabel
Amanda Quijano
Becki Schulz
Maddy Wawro

BOARD MEMBERS ABSENT:

Mike Liggett (excused)

DISTRICT STAFF PRESENT:

Jeff Barnes	Cynthia Langren
Jean Bosch	Currie Meyer
Tova Aragon	Serena Robb
Holly Carroll	Sarah Scobey
Ken Draves	Rob Stansbury
Carol Gyger	Johanna Ulloa
Vicky Hays	Paula Watson-Lakamp

OTHERS IN ATTENDANCE:

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

I. CALL TO ORDER

President Frey called the meeting to order at 4:04 p.m.

II. AGENDA REVIEW

No changes.

III. POEM READING

President Frey read a poem entitled: *And Now it's October* by Barbara Crooker.

IV. PUBLIC COMMENT

Mr. Alva Vineyard addressed the board regarding his concerns about the current renewal process. He explained that he had an item checked out that he was not finished with yet and was unable to renew it due to the current renewal policy that states one may not renew an item if there is hold on it.

He requested that a patron be allowed to renew their book one time even if there is a hold on it. Executive Director Carroll thanked Mr. Vineyard for sharing his concern and said that she would take his suggestion into consideration.

V. PRESENTATION: Volunteer Engagement & Coordination by Serena Robb

Executive Director Carroll introduced staff member Serena Robb, Volunteer Coordinator. Ms. Robb presented a summary of what she has accomplished in her role starting in April through October 2015.

Ms. Robb explained when she started in April there was a back-log of many prospective volunteers who needed to be contacted, the Summer Reading Challenge was ramping up and there were many, many time slots to be filled with volunteers and the volunteer database was not up-to-date.

After three months, she was able to bring 60 new volunteers on board, the Summer Reading time slots were mostly filled, and volunteers were placed in the various library programs. She learned more about the database system and activated many of the advanced features which helped to streamline the process enabling a volunteer to be on board in 48 hours from the time they initiate an application.

She has formed new, ongoing relationships with several organizations and is working to add even more. The database is up to date and there are 180 active volunteers!

VI. CONSENT AGENDA

- a. Consideration and Approval of the September 14, 2015 meeting minutes
- b. Consideration and Approval of the Financial Quarterly Report-September 30, 2015
- c. Consideration and Approval of the September 2015 Legal Status Report

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

- The Human Resources Manager position/hiring process is moving along. Hope to have the position filled by the end of October.

- Staff is in the process of rolling out the Strategic Plan to employees. Ms. Watson-Lakamp distributed the draft Strategic Plan to the board. There will probably be a couple more editions so stay tuned.
- Al Roker author event – About 200 people attended. He was very good and there were a lot of questions about weather forecasting. The line to get his autograph was very long.

Trustee Schulz asked about the broadband initiative. Ms. Carroll stated she is on a citizen's committee and working on it on her own time. After a brief discussion, there was a consensus among the board to publicly show its support of issue 2B. Mr. Seter indicated that it would be acceptable for the board to pass a resolution stating such.

Trustee Schulz moved to pass a resolution supporting Issue 2B. There was a second by Trustee Gabel. Discussion: The attorneys will work with Executive Director Carroll to draft a resolution and send it to President Frey for his signature. The motion passed unanimously, 6-0.

b. Library Trust Update – Gabel

Trustee Gabel reported the Library Trust sent out invitations to a tea on October 28, 10:30 a.m. at Old Town Library. The purpose of this event is to get support and encourage more gifts.

The Trust has determined that they would like to focus on and raise money specifically for STREAM activities via Colorado Gives Day which is December 8. Be on the lookout for a letter that will give more details. Although you can donate to the Trust at anytime, Colorado Gives Day is the only day that the donor will not be charged a fee.

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

Trustee Birks reported that the Friends:

- Have been reducing the storage inventory through sales and donations.
- Recently sent 60 boxes of books to an organization called SCOPE located in Kenya
- Extend a huge thanks to everyone who helped organize ComicCon.

Two announcements:

- The next book sale is October 23 – 25 here at Old Town Library.
- The Friends plan to sell the Book Lover calendars again this year in December. The cost is \$10 each. Ordering information will be available soon.

VIII. UNFINISHED BUSINESS

a. Change to Needs Assessment Final Report - Carroll

Executive Director Carroll referred to the email from Kim Newcomer (included in the board meeting packets). She indicated that the changes suggested by Trustee Quijano

have been made. Trustee Quijano thanked Executive Director Carroll for that and said that she would like to see this “project” wrapped up via a slider on the District’s website; something to express thanks for those who participated in the Needs Assessment and letting them “click here” to see the results.

There was a motion by Trustee Quijano requesting staff thank the public for their participation in the Needs Assessment and post the grammatically corrected results/final Needs Assessment report written by Slate Communications on the District’s website. There was a second by Trustee Wawro. The motion passed unanimously, 6-0.

IX. NEW BUSINESS

a. Presentation of 2016 PRPLD Budget – Barnes

Mr. Barnes presented the draft 2016 Poudre River Public Library District budget.

The Public Hearing will be next month, along with a request for Board approval.

b. Friends of the Library Week Proclamation – Frey

President Frey read the proposed proclamation aloud.

Trustee Wawro moved to approve the proclamation and Trustee Gabel seconded the motion. The motion carried unanimously, 6-0.

X. INFORMATION AND ANNOUNCEMENTS

None

XI. ADJOURNMENT

Trustee Quijano moved to adjourn the meeting at 5 p.m. Trustee Birks seconded the motion. It carried unanimously, 6 – 0.

Respectfully submitted,

Linda Gabel

Linda Gabel, Secretary

Cynthia Langren, Recording Secretary