

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

**November 9, 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  
Mike Liggett  
Amanda Quijano  
Becki Schulz  
Maddy Wawro

**BOARD MEMBERS ABSENT:**

**DISTRICT STAFF PRESENT:**

Jeff Barnes      Currie Meyer  
Holly Carroll    Rob Stansbury  
Ken Draves      Sabrina Strømnes  
Carol Gyger      Johanna Ulloa  
Vicky Hays      Paula Watson-Lakamp  
Cynthia Langren Jennifer Zachman  
Anne Macdonald

**OTHERS IN ATTENDANCE:**

Elizabeth Dauer, Legal Counsel  
Annie Fox, FRCC

**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: *The Bridge* by Linda Pastan. Next month a poem written by Trustee Liggett will be read.

**IV. PUBLIC COMMENT**

None

**V. PRESENTATION: Online Summer Reading Outcomes by Jennifer Zachman & Johanna Ulloa**

Executive Director Carroll introduced staff members Jennifer Zachman and Johanna Ulloa who presented the evaluation of the 2015 Online Summer Reading Challenge. Forty-five percent of all participants in the Summer Reading Challenge chose to record reading online.

**VI. CONSENT AGENDA**

- a. Consideration and Approval of the October 12, 2015 meeting minutes
- b. Consideration and Approval of the October 2015 Financial Report
- c. Consideration and Approval of the October 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. (Trustee Liggett did not vote as he was not present for the October board meeting.)***

**VII. REPORTS**

**a. Director's Report – Carroll**

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

- Introduced new Human Resources Manager Sabrina Strømnes.
- The Library Leadership Team met with the JobZology representatives last Thursday afternoon. She just received the report before the board meeting so she has not had time to review it. She will share the results with the board next month. Basically, the team was asked to define the work culture as it is currently and the report will be a tool to help plan for the future.
- She received a notice for a public hearing re: an urban renewal proposal; changing the boundaries of the Midtown URA. She will attend that and report back.
- The new Automated Materials Handler (AMH) will soon be installed at Council Tree Library. Staff was asked to submit suggestions to name the machine. Manager Currie Meyer noted that a name was indeed chosen, but respectfully can't announce it until Council Tree staff is notified first.

**b. Library Trust Update – Gabel**

Trustee Gabel reported the Library Trust hosted a tea on October 28 at Old Town Library. There were about 20 people who attended. As a result of the event, one new person joined the Trust and made a contribution.

The Trust met last week and was given a financial update by Library Trust Treasurer John Knezovich. He confirmed that the Trust is still within the enterprise zone which means a person can donate to the Trust and receive a tax break. The group has also been working on its policies; mainly to add language re: the removal of members. Reminder that Colorado Gives Day is coming up on December 8, however, donors can go online before then and specify a gift to the Trust.

Executive Director Carroll attended the meeting and proposed the Trust help pay a portion of the cost to create a Librarian Internship position for a Masters in Library Science recent graduate. The group discussed and would like more time to think about it.

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

Trustee Birks reported that the Friends:

- Were very thankful for the proclamation this board passed and posted last month in appreciation for the Friends of the Library. They posted it on their Facebook page.
- The FOL Budget committee is proposing a donation of \$70,000 for the Library District's Wish List which is an increase from the amount given last year.
- Book sale profits are coming back up from previous years, largely due to holding the sales at District libraries. This allows the FOL to decrease its expenses and is one reason why it's proposing a larger donation to the District this year.

**VIII. UNFINISHED BUSINESS**

**a. Public Hearing re: 2016 Poudre River Public Library District Budget – Frey & Barnes**

President Frey opened the public hearing on the 2016 Poudre River Public Library District budget. There were no comments. ***Trustee Gabel moved to close the Public Hearing and Trustee Birks seconded the motion. It carried unanimously, 7 – 0.***

**b. Approval of the 2016 Poudre River Public Library District Budget – Frey & Barnes**

Finance Officer Jeff Barnes presented the 2016 PRPLD Budget and requested board approval.

Ms. Dauer reported that prior to the meeting the Trustees were notified of the date, time and place of the meeting and the purpose for which it was called. She further reported that this is a regular meeting of the Board of Trustees of the District and that a Notice of Meeting has been posted at two places within the boundaries of the District

and at the office of the County Clerk of Larimer County in Fort Collins, Colorado, and to the best of her knowledge, remains posted to the date of this meeting.

***There was a motion by Trustee Liggett to approve the 2016 PRPLD budget and resolution which will:***

- Set mill levy at 3.016 mills including abatements and refunds,
- Appropriate General Fund expenditures of \$9,643,275 including transfers, and
- Appropriate Capital Project Fund expenditures of \$125,000 for Capital Replacement items

***The motion was seconded by Trustee Gabel and carried by a unanimous vote, 7 – 0.***

## **IX. NEW BUSINESS**

### **a. Resolution: GFOA Certificate of Excellence Award – Frey**

President Frey read aloud the proposed resolution in recognition of Government Finance Officers Association Certificate of Achievement of Excellence; recognizing Finance Officer Jeff Barnes for his award-winning preparation of the 2014 Comprehensive Annual Financial Report.

***Trustee Wawro moved to approve the resolution as presented. Trustee Quijano seconded the motion which carried unanimously, 7 – 0.***

### **b. PRPLD Policy Manual “Housekeeping” Items (review) – Carroll**

Executive Director Carroll reviewed the list of proposed policy revisions. She noted that next month she will request approval.

### **c. 2016 Library District Closures (Approval requested) – Carroll**

Executive Director Carroll explained the proposed closures for the Library District in 2016 for national holidays and a staff in-service day.

***There was a motion by Trustee Gabel to approve the 2016 closures as presented. There was a second by Trustee Birks. The motion carried by a unanimous vote, 7-0.***

### **d. Appointment of Ad-hoc Committee for Executive Director Annual Evaluation – Frey**

President Frey asked for 2-3 volunteers to work on the process for the Executive Director’s Annual evaluation. Vice President Wawro will chair the committee. Trustees Gabel and Schulz volunteered to serve on this committee.

### **e. Appointment of Nominating Committee - Frey**

President Frey asked for 2-3 volunteers to serve on the Nominating Committee in anticipation of the election of officers that will take place at the Annual Meeting in March 2016. Trustees Birks, Schulz and Quijano volunteered.

**X. INFORMATION AND ANNOUNCEMENTS**

Trustee Gabel reported that she attended some excellent sessions at the Colorado Association of Libraries conference in October. Of special interest to her was a presentation by Jaqueline Murphy with the Colorado State Library Association. She also enjoyed a session on financing and TABOR. She was very glad she attended.

Trustee Liggett reminded the board that there will be openings on the board not long after the beginning of 2016. He encouraged members to be aware of this and to look for opportunities to reach out to potential new members; urge them to apply when the vacancy is posted.

**XI. ADJOURNMENT**

*Trustee Schulz moved to adjourn the meeting at 5:06 p.m. Trustee Birks seconded the motion. It carried unanimously, 7- 0.*

Respectfully submitted,

*Linda Gabel*

Linda Gabel, Secretary

Cynthia Langren, Recording Secretary