

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

**February 8, 2016  
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 (late)  
Becki Schulz  
Maddy Wawro

**BOARD MEMBERS ABSENT:**

**DISTRICT STAFF PRESENT:**

Tova Aragon	Cynthia Langren
Jean Bosch	Currie Meyer
Holly Carroll	Serena Robb
Ken Draves	Rob Stansbury
Carol Gyger	Sabrina Strømnes
Brendan Haggerty	Paula Watson-Lakamp
Jewels Hall	

**OTHERS IN ATTENDANCE:**

Eric Sutherland  
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: *To a Daughter Leaving Home* by Linda Pastan.

#### **IV. PUBLIC COMMENT**

Eric Sutherland suggested that the board fire its attorneys and get a second opinion on Tabor Law. He stressed that he speaks to the board because he feels this is very important and just wants to see the District follow the rule of the law.

#### **V. PRESENTATION: Library User Engagement: Social Media and Orange Boy Market Analysis Update by Paula Watson-Lakamp and Holly Carroll**

Executive Director Carroll presented results of the OrangeBoy Customer Survey. This survey is conducted every two years to update market analysis data.

Communications Manager Paula Watson-Lakamp gave a presentation about how she uses various social media to communicate information and shared the statistics she has collected over the last 2-3 years.

#### **VI. CONSENT AGENDA**

- a. Consideration and Approval of the January 11, 2016 meeting minutes
- b. Consideration and Approval of the January 2016 Financial Report
- c. Consideration and Approval of the January 2016 Legal Status Report

***Trustee Gabel moved to approve the items on the consent agenda. There was a second by Trustee Birks. The motion carried unanimously, 7– 0.***

#### **VII. REPORTS**

##### **a. Director's Report – Carroll**

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

- Ms. Langren sent out the 2016 Comprehensive Budget on behalf of Mr. Barnes via email last week. There are a few hard copies available here if anyone would like one.
- Old Town Library Manager Jean Bosch introduced new MSW intern from CSU, Brendan Haggerty. Mr. Haggerty shared some background information and expressed how happy he is to be available at the library to those who need his services.
- IT Manager Carol Gyger introduced the new monthly statistics format and presented on the screen. She explained that the new format tells a story rather than just listing numbers.

##### **b. Library Trust Update – Gabel**

Trustee Gabel reported the Library Trust met last week.

- The regular meeting was cancelled due to the snowstorm and she was unable to attend the rescheduled meeting. Executive Director Carroll was able to attend the majority of the meeting and reported that the Trust is applying as a qualified non-profit for the Colorado Combined Campaign. The Trust is working to finalize the 2016 budget and gathering other required documents for the application.

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

Trustee Birks reported that:

- The recent book sale went well, with a profit of about \$7,000.
- There will be another book sale March 18-20 at the Harmony Library.
- Storage space is still an issue and they are working to manage the overstock by trying a new online retailer. The plan is to ship boxes of books to the company and they will be offered for sale online. This is something the Friends are trying for the first time and will see how it goes. Trustee Birks said she will find out how much the FOL will get from the sales.

**VIII. UNFINISHED BUSINESS**

**a. Presentation of Proposed Slate of Officers – Nominating Committee**

Trustee Birks read the proposed slate of officers.

President:	Linda Gable
Vice President:	Amanda Quijano
Secretary/Treasurer:	Jenn Birks

This slate will be voted upon at the Annual meeting on March 14, 2016.

**b. Volunteer Background Checks – Quijano**

Trustee Quijano explained that currently all volunteers for the District are required to get a background check and are asked to pay half the cost or \$10 out of pocket. She explained how this came to her attention. Trustee Quijano checked with PRPLD's Volunteer Coordinator, Ms. Robb, and also checked with other library systems, none of which require potential volunteers to pay for their own background checks. They actually go the extra mile and in addition to paying for the background checks, the libraries look for incentives to give their volunteers such as a parking permit and reduced cost bus passes as examples.

***Trustee Quijano moved that the volunteer policies reflect that required costs be paid for by the Poudre River Public Library District. Trustee Gabel seconded the motion.***

DISCUSSION: Trustee Liggett indicated he would like to review the data before a vote is taken. Trustee Birks added that in her experience, background checks can cost anywhere from \$15 to \$75 per person and could potentially have an impact on the District's budget.

Ms. Robb addressed the board. She explained that she checked in with five other libraries/companies so she could compare. PRPLD runs a level 2 which is \$18. Denver Public Library runs a \$6 check. Others only check certain positions. The key finding from her research is that most do not consider community service volunteers and she feels the Library District is going above and beyond by accepting them and finding volunteer tasks for these individuals.

Trustee Gabel stated she would like more information before voting and is interested in hearing the position of Administration. ***Trustee Liggett moved to table this issue until the next meeting. Trustee Gabel seconded the motion. The motion carried unanimously.***

President Frey asked administration to come to the March meeting with a recommendation and costs for the board to consider.

**c. Trustee Vacancies Update – Carroll**

Twenty-one applications were received. The public officials involved in the selection process are currently ranking the applicants. Interviews will take place on February 17. President Frey and Executive Director Carroll will be in attendance to observe only.

**IX. NEW BUSINESS**

**a. Fort Collins URA Informational Meeting (February 10) – Carroll**

Executive Director Carroll referred to the letter from Patrick Rowe, City of Fort Collins, which was included in the board meeting packets. The purpose of the letter is to provide basic information regarding the appointment of new Urban Renewal Authority commissioners and to extend an invitation to an informational session to discuss the Fort Collins URA and its plans for the expanded board. Ms. Carroll, along with Trustee Gable, plan to attend this meeting on February 10, 215 N. Mason, from 4:30 - 6 p.m.

**b. Executive Director Search Committee - Frey**

President Frey distributed a draft resolution Establishing the Applicant Requirements, Process and Procedures for the Recruitment of an Executive Director for the Poudre River Public Library District. This will be on next month's agenda for approval.

A search committee consisting of President Frey and Trustee Birks will begin interviewing four firms starting on Wednesday. They hope to select a firm shortly after the interviews.

Once the firm is hired, recruitment will begin. Candidates will be interviewed by the board as a whole. He noted that it will likely be a minimum of six months before a new Director is hired. Mr. Draves has agreed to fill in as interim director when Ms. Carroll retires.

**X. INFORMATION AND ANNOUNCEMENTS**

President Frey announced this will be his last meeting as President since next month is the Annual meeting and the new slate of officers will be voted on. He will start the next meeting then hand it over to the next President.

The going away event for Trustee Liggett, whose last meeting is tonight, will be held at Jay's Bistro right after this meeting.

President Frey read a complimentary letter to Executive Director Carroll from the board summarizing her 2015 annual progress report.

Trustee Liggett expressed his thanks to everyone for the chance to be a part of our world for the last nine years.

**XII. ADJOURNMENT**

***Trustee Liggett moved to adjourn the meeting at 5:24 p.m. Trustee Wawro seconded motion. It carried unanimously, 7 - 0.***

Respectfully submitted,

*Linda Gabel*

Linda Gabel, Secretary

Cynthia Langren, Recording Secretary