

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

**March 14, 2016  
4 p.m.**

Old Town Library  
201 Peterson Street  
Fort Collins, CO

**FOR REFERENCE:**

PRESIDENT:	Linda Gabel	217-0467
VICE PRESIDENT:	Amanda Quijano	818-0687
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  
Joe Wise

**BOARD MEMBERS ABSENT:**

Fred Colby (excused)

**DISTRICT STAFF PRESENT:**

Tova Aragon	Anne Macdonald
Jean Bosch	Currie Meyer
Holly Bucks	Serena Robb
Holly Carroll	Rob Stansbury
Ken Draves	Sabrina Strømnes
Carol Gyger	
Cynthia Langren	

**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**

President Frey indicated the order of Election of Officers and Administer Oath of Office need to be reversed. Following Agenda Review, the Election of Officers will occur followed by Welcoming New Members/Administer Oath of Office.

### III. ELECTION OF OFFICERS

***There was a motion by Trustee Schulz to approve the proposed slate of officers as presented:***

President:	Linda Gabel
Vice President:	Amanda Quijano
Secretary:	Jenn Birks

***There was a second by Trustee Birks and the motion carried unanimously, 5 – 0.***

### IV. WELCOME NEW MEMBERS/ADMINISTER OATH OF OFFICE - *Gabel*

- Joe Wise (new member)
- Fred Colby (new member, but unable to attend)
- John Frey (reappointment)

President Gabel introduced and welcomed new board member Joe Wise. She announced that the Fort Collins City Council and Larimer County Commissioners approved the reappointment request of John Frey. She then read aloud the Oath of Office statements for both Trustee Frey and Trustee Wise.

New trustee Fred Colby had a commitment that he made prior to becoming a board member and was unable to be here today. He will meet everyone at the April board meeting.

### V. PUBLIC COMMENT

None

### VI. STAFF PRESENTATION: e-Rate Program *by Carol Gyger*

IT Manager Carol Gyger gave a presentation on e-rate which is a federal program that provides discounts to assist public schools and public libraries to obtain affordable telecommunications and Internet access. The Library District has been awarded reimbursement funding for upgrading wireless equipment at Harmony and Old Town Libraries.

### VII. CONSENT AGENDA

- Consideration and Approval of the February 8, 2016 meeting minutes
- Consideration and Approval of the February 2016 Financial Report
- Consideration and Approval of the February 2016 Legal Status Report

***Trustee Frey moved to approve the items on the consent agenda. There was a second by Trustee Birks. The motion carried unanimously, 6– 0.***

### VIII. CONSIDER ADOPTION OF THE ANNUAL ADMINISTRATIVE RESOLUTION

The purpose of the Annual Administrative Resolution is for the board to reaffirm its statutory obligations on a number of requirements, ranging from banking, the official newspaper, posting of meetings, insurance, and the law firm representing the District.

***There was a motion by Trustee Birks to approve the resolution. Ms. Dauer noted that the execution copy has the correct listing of board members present today. There was a second by Trustee Quijano. The motion carried unanimously, 6 - 0.***

**IX. REPORTS**

**a. Director's Report – Carroll**

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

- Bill Bryson author event drew about 800 people
- She will be participating in a panel re: community broadband initiative on Cable 14 on Thursday.
- Still talking with Poudre School District about dual-use cards. They are very interested and would like to do a pilot project. Stay tuned.

**b. Library Trust Update – Gabel**

Trustee Gabel reported the Library Trust met last week.

- They have completed a Colorado Combined Campaign form and now can solicit funding thru the Colorado combined site – the Trust will be an option one can select when giving.
- Approved their bylaws
- Are actively soliciting new members

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

Trustee Birks reported that:

- The spring book sale is this weekend at Harmony Library.

**d. Executive Director Search Committee Update - Frey**

Trustee Frey reported that he and Trustee Birks spent several hours interviewing four firms via Skype. All were good, but they were able to narrow it down to three. They then asked for written proposals. After reviewing them, the consensus was to hire Bradbury Associates. Their proposal was included in the board meeting packets.

To start the process, the Bradbury's want to meet with the entire board on March 31 for a 90-minute session from 9 – 10:30 a.m.

He explained that it's going to be a long, intense process. They want to talk to staff, the community, and the board. They will come up with a selection of finalists and the board as a whole will interview the final candidates.

Trustee Birks added that the group chose them because they are experienced and liked that they include staff and the community input as well. They were impressed with their contacts.

It was noted that Executive Director Carroll has been the primary contact person for the search firm and that needs to change. Either Jobeth or Dan Bradbury will send an email to the board midweek. It will include an initial survey which they will use to start the discussion with the board on the 31st.

**X. UNFINISHED BUSINESS**

**a. Resolution Establishing the Applicant Requirements, Process and Procedures for the Recruitment of an Executive Director (APPROVAL) – Frey**

Mr. Seter explained that the board is required to approve the proposed resolution which establishes the search criteria.

***There was a motion to approve the resolution by Trustee Frey which was seconded by Trustee Quijano. The motion carried unanimously, 6 - 0.***

**b. Volunteer Background Checks (STAFF RECOMMENDATION, APPROVAL) – Carroll**

Executive Director Carroll reported that she worked with Ms. Robb, the Volunteer Program Manager and recommends that the Library District continue the current background check procedure with three modifications:

1. A volunteer continues to pay \$10 at time of application.
2. After six months, if the volunteer has 10 or more hours of service, a refund of \$10 will be made upon request.
3. Every 2 years, if the volunteer has contributed 15 hours per year or more, the Library District will pay the full cost of the renewal.

***Trustee Birks moved to approve the staff recommendation as presented. There was a second by Trustee Schulz.***

Discussion: Trustee Quijano stated that she did not agree with the recommendation and still feels volunteers should not have to pay anything out of pocket.

President Gabel asked for a vote on the motion on the table. ***The motion carried by a majority vote, 5 - 1.***

**c. Email Communications to the Board (DISCUSSION) - Gabel**

President Gabel explained the history of this issue. In the past, the Secretary/Treasurer was responsible for accessing and monitoring the board's email. One email did slip through the cracks, so then it was determined by the board so that all trustees would get all the emails.

She asked if board members would like to continue receiving them all or prefer to go back to assigning that task to the Secretary and perhaps a staff member as a back up.

The board discussed this and asked that IT Manager Carol Gyger get the Library District off of the City's email distribution list and set up an auto-reply that sender will notify them that their email has been received and someone will respond within a certain amount of time. She will also double check the accuracy of board member email addresses and make corrections as needed.

## **XI. NEW BUSINESS**

### **a. Human Resources Policies Updates and Revisions (FIRST READING) – Stromnes**

Human Resources Manager Sabrina Strømnes explained that one of her first projects was to review the current manual from a new employee perspective. She noted that there were many references to the City, so she marked it up and shared it with Ms. Carroll. She referred to the list of proposed revisions and briefly went over them.

Trustee Frey asked that Ms. Strømnes double check the speed contest definition. He believes it must be in there and suggested she check with the City Attorney's office.

Ms. Strømnes indicated that this will be before the board next month for approval. If there are any questions in the meantime, please contact either Ms. Carroll or Ms. Strømnes.

### **b. Contract for Security Service at Old Town Library (APPROVAL) - Bosch**

Old Town Library Manager Jean Bosch provided background information; In December 2015, the Library District issued a bid proposal for security services including Old town Library, Library Park and Webster House Administration Center. Seven bids were received with G4S being the second lowest bid. Based on review of written proposals, oral interviews, and reference checks, the review team is recommending acceptance of G4S's bid subject to contract negotiations. Their bid of \$66,185.28 annually is slightly lower than the current contract. Ms. Bosch asked for board approval to award the contract to G4S.

*Trustee Schulz moved to approve a resolution to award the security services contract to G4S, for one year, beginning May 1, 2016, with an option for four annual renewals, subject to contract negotiations. There was a second by Trustee Quijano and the motion carried unanimously, 6 - 0.*

### **c. Adoption of Updated 401 Plan Document (APPROVAL) - Barnes**

Mr. Barnes stated that in accordance with a six-year review process in place by the IRS, ICMA-RC, our plan administrators, submitted updated plan documents to incorporate amendments for legislative and regulatory changes enacted since the prior adoption in 2006 and effect as of 2012. It IRS has approved the new plan documents and adoption by the Board of Trustees is required.

***There was a motion by Trustee Frey to approve the execution of the updated Governmental Money Purchase Plan and Trust Adoption Agreement. Trustee Quijano seconded the motion which carried unanimously, 6 – 0.***

## **XII. INFORMATION AND ANNOUNCEMENTS**

Trustee Quijano: As Library District volunteers, we are prohibited from accepting monetary compensation as board members and as volunteers. I don't think that any of us have paid our \$10 background check fee. I don't think we met the 10 hours of service in six months. I don't think we should put ourselves above other volunteers. Executive Director Carroll said that Ms. Robb can send out the email link to put your name in. Some of you may have already had checks done. Mr. Seter said that he will look into this and add his findings to the monthly legal report.

Executive Director Carroll thanked Trustee Frey for his leadership on the board and for his support.

## **XIII. ADJOURNMENT**

***Trustee Quijano moved to adjourn the meeting at 5:31 p.m. Trustee Birks seconded the motion. It carried unanimously, 6 - 0.***

Respectfully submitted,

*Jenn Birks*

Jenn Birks, Secretary

Cynthia Langren, Recording Secretary