

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

**April 11, 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  
Fred Colby  
John Frey  
Linda Gabel  
Amanda Quijano  
Becki Schulz  
Joe Wise

**BOARD MEMBERS ABSENT:**

**DISTRICT STAFF PRESENT:**

Tova Aragon	Cynthia Langren
Jeff Barnes	Anne Macdonald
Jean Bosch	Currie Meyer
Holly Bucks	Serena Robb
Holly Carroll	Rob Stansbury
Ken Draves	Sabrina Strømnes
Sylvia Garcia	Johanna Ulloa
Carol Gyger	Paula Watson-Lakamp
Vicky Hays	

**OTHERS IN ATTENDANCE:**

Laureen Trainer  
Elizabeth Dauer, Legal Counsel  
Annie Fox, FRCC

**I. CALL TO ORDER**

President Gabel called the meeting to order at 3:58 p.m.

**II. AGENDA REVIEW**

No changes.

**III. PUBLIC COMMENT**

None

**IV. OATH OF OFFICE – Fred Colby**

President Gabel verbally administered the oath of office for new Trustee Fred Colby.

**V. STAFF PRESENTATION: Outreach Storytimes – Evaluation Results by Johanna Ulloa & Laureen Trainer**

Outreach Manager Johanna Ulloa and Ms. Trainer gave a PowerPoint presentation to the board about the Storytime Evaluation that was conducted in 2015. The four main areas of the evaluation focused on:

Literacy Skills:

- Children demonstrate an interest in reading and reading skills
- Increase caregiver's awareness of Every Child Ready to Read skills

Attitudes:

- Caregivers perceive storytime as valuable
- Caregivers report a positive association with the library

Technology:

- Increase awareness of digital skills among children and caregivers
- Increase knowledge about educational literacy apps

Cultural Diversity:

- Increase staff understanding of the importance of cultural diversity
- 80% of programming will include activities or materials that reflect diversity

A copy of the *Storytime Debrief Panel Summary Report*, dated March 2016, was also distributed to the board.

**VI. CONSENT AGENDA**

- a. Consideration and Approval of the March 14, 2016 annual meeting minutes
- b. Consideration and Approval of the March 2016 Financial Reports
- c. Consideration and Approval of the March 2016 Legal Status Report

***Trustee Frey moved to approve the items on the consent agenda. There was a second by Trustee Quijano. 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 distributed the 1<sup>st</sup> Quarter 2016 Donation Report.
- The 2015 Report to the Community (Library District's Annual Report) was distributed.
- Volunteer and Staff Appreciation Event is on April 23, 2 – 5 p.m. at the AMC movie theater. Brief volunteer awards ceremony followed by a free screening of *Star Wars: The Force Awakens*. RSVP and reserve seats via Eventbrite link or contact Serena Robb, Volunteer Program Manager.
- Staff Day is coming up on May 13. Please RSVP to Ms. Langren if you haven't already.
- One Book 4 Colorado event will be this Saturday, April 16 along with the Dancing in the Streets event, 2 – 4 p.m. The book that will be given to all 4 year-olds this year is *Giraffes Can't Dance*.
- "May the Fourth be with you" event on May 4: Kessel Run at 5 p.m. Contact Paula Watson-Lakamp for more information. This is to promote this year's ComicCon. It's free, but a donation is welcome.

Trustee Wise thanked Executive Director Carroll for her report and inquired about the TIF issue; asked for a brief overview. He requested to see a copy of the draft TIF report if possible. Mr. Barnes will check with the consultants to see if this request can be accommodated.

### b. Library Trust Update – *Gabel*

Trustee Gabel reported the Library Trust met last week. The Trust:

- Is glad to have been approved as part of the Colorado Combined Campaign
- Issued a check for \$3,000 to the Library District for STEM activities
- Will soon have Mike Liggett joining their board

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

Executive Director Carroll reported that she attended the last meeting and the Friends:

- Netted \$8,000 at the last book sale.
- Are struggling with the numerous Little Free Libraries that are cropping up in the community as this affects the number of books that are donated to the Friends. Used books that typically would have been donated to them are now being used to stock the Little Free Libraries. Unfortunately, this decreases the number of materials the Friends can sell at their sales events.

## VIII. UNFINISHED BUSINESS

### a. **Second Reading – Human Resources Policies Updates and Revisions (Approval) – Stromnes**

Human Resources Manager Stromnes stated that this item was presented to the board last month and she is requesting approval of the updates and revisions today. She indicated that Trustee Colby submitted some questions that she is happy to address first.

1. Complaint Procedure: Who to notify of complaints against Executive Director – should it be “officers of board” or only “President” and follow ups on procedure after that.

The board discussed this point and agreed that the wording should be changed to “President”. ***There was a motion by Trustee Colby to change the wording from “officers of the board” to only “President”. There was a second by Trustee Wise and the motion carried unanimously.***

2. Temporary Restrictions – want to confirm modified duty still available to staff if needed.

Ms. Stromnes explained that this section was removed because it is better to have less specifics in the manual to allow room for flexibility. ADA allows for modified duty for all employees.

3. Anti-violence – “Carrying weapons” – what can we require (e.g. notification of supervisor, weapon must be licensed, storage in safe place, etc.)  
The board discussed this at length and then requested that Ms. Dauer research this and include her findings in next month’s Legal Report.

***President Gabel asked if the board is ready to approve the proposed revisions. Trustee Colby moved to approve the revisions to the Human Resources Policies as presented and discussed. Trustee Schulz seconded the motion which carried unanimously, 7 – 0.***

## IX. NEW BUSINESS

### a. **Wording for Advertisement for Executive Director Job Posting – Gabel**

President Gabel explained that she wanted to make sure everyone is in agreement with the wording for the advertisement. The consensus was that the wording is acceptable.

**b. Appointment of Board Liaisons to Friends of the Library and Library Trust – Gabel**

President Gabel announced the following liaison appointments:

Friends of the Library:	Trustee Wise
Library Trust:	Trustee Colby

**X. INFORMATION AND ANNOUNCEMENTS**

President Gabel presented Executive Director Carroll with a floral arrangement as this is her last board meeting and the board wished to express its gratitude for her leadership.

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***President Gabel moved to convene into Executive Session at 5:18 p.m. There was a second and the motion carried unanimously.***

**XI. EXECUTIVE SESSION**

President Gabel declared that an executive session of the Board of the Poudre River Public Library District convened on April 11, 2016 for the sole purpose of discussing contract negotiations and the appointment of an interim executive director as authorized by C.R.S. 24-6-402(4) (e),(f). The Board did not engage in substantive discussion of any matter not enumerated in C.R.S. 24-4-402(4). The Board did not adopt any policy, position resolution, rule, regulation or take any formal action.

**XII. APPOINTMENT OF INTERIM EXECUTIVE DIRECTOR**

***Trustee Wise moved appoint Ken Draves as the interim Executive Director of the Poudre River Public Library District effective May 6, 2016. There was a second by Trustee Colby. The motion carried unanimously, 7 – 0.***

**XII. ADJOURNMENT**

***Trustee Birks moved to adjourn the meeting at 5:41p.m. Trustee Quijano seconded the motion. It carried unanimously, 7- 0.***

Respectfully submitted,

*Jenn Birks*

Jenn Birks, Secretary

Cynthia Langren, Recording Secretary