

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

**May 9, 2016
4 p.m.**

Harmony Library
4616 S. Shields Street
Fort Collins, CO

FOR REFERENCE:

PRESIDENT:	Linda Gabel	217-0467
VICE PRESIDENT:	Amanda Quijano	818-0687
(Interim) EXECUTIVE DIRECTOR:	Ken Draves	221-6670
ADMINISTRATIVE SUPPORT:	Cynthia Langren	221-6694

BOARD MEMBERS PRESENT:

Fred Colby
John Frey
Linda Gabel
Amanda Quijano
Becki Schulz
Joe Wise

BOARD MEMBERS ABSENT:

Jennifer Birks

DISTRICT STAFF PRESENT:

Katie Auman	Cynthia Langren
Jeff Barnes	Anne Macdonald
Jean Bosch	Currie Meyer
Ken Draves	Rob Stansbury
Carol Gyger	Sabrina Strømnes
Vicky Hays	Paula Watson-Lakamp
Kathy Hutton	

OTHERS IN ATTENDANCE:

Elizabeth Dauer, Legal Counsel
Kim Seter, Legal Counsel
Annie Fox, FRCC
Steve Soria (IRS - Denver)
Lynda Sax (IRS - Denver)
Bonnie Weber
Blythe Fairfull
Mel Brown
Lew and Roberta Lachman
Cheri Mayott
Harry Love
Debby Jones
Anthony Anderson
Eloise Zimmerman

I. CALL TO ORDER

President Gabel called the meeting to order at 4 p.m.

II. AGENDA REVIEW

Amend one policy - under NEW BUSINESS amend 7.2

III. PUBLIC COMMENT

None

IV. PRESENTATION of SERVICE/PARTNERSHIP AWARD from *Internal Revenue Service (IRS)/Volunteer Income Tax Assistance (VITA)*

Several folks from the VITA and Internal Revenue Service attended the meeting to express their appreciation for the partnership between the Library District and their organization that started 10 years ago. Ms. Sax presented an award to Old Town Library Manager Jean Bosch.

V. CONSENT AGENDA

- a. Consideration and Approval of the April 11, 2016 Regular meeting minutes
- b. Consideration and Approval of the April 2016 Financial Report
- c. Consideration and Approval of the April 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, 6 – 0.

VI. REPORTS

a. Director's Report – Draves

The written report was accepted as presented.

b. Library Trust Update – Colby

Trustee Colby reported the Library Trust met last week.

- President Gabel and Trustee Colby attended the Community Foundation dinner
- The Trust is working on a definition of capital
- Mr. Draves reported that Mike Liggett was officially sworn in to the Trust board

Trustee Colby suggested that perhaps management could develop a specific list of items that the Trust can raise money for. He suggested that each library propose items and then take it to the board for approval. Mr. Draves offered to meet with Trustee Colby to discuss further.

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

Trustee Wise reported that he attended the last meeting.

- The Outreach department gave a presentation at the meeting
- The Friends are planning to contribute \$70,000 to the library and \$30,000 for Summer program
- 1st quarter book sales = \$ 26,000 net income

VII. UNFINISHED BUSINESS

a. Executive Director Search Process – *Gabel*

President Gabel said she did not receive a report from Bradbury Associates that she was expecting to get today. As far as she knows, everything is on schedule. The July meeting will more than likely be the Skype interviews of candidates instead of a regular board meeting.

b. Facilities Master Plan Process - *Draves*

President Gabel explained that the current Facilities Master Plan can be found on the District's website. That our website. That plan is about having big buildings and is the only piece not completed yet. The process to create a new master plan is important. Mr. Draves is in charge of putting together an RFP for the next plan.

Interim Executive Director Draves noted that ironically, the current plan was also done while he was interim Executive Director last time. He recently met with City purchasing staff to look at the language of the 2008 RFP. It was discovered that some of it is out of date. The hope is to get the final RFP out in June, and to bring a contract to board in August.

The board members concurred that they would like to see the RFP before it is posted and asked if they could review it at their June meeting. Mr. Draves said he will provide it to the board before the June meeting. He added that there will be a significant community engagement component to the facilities planning process. Trustee Colby suggested that the new director should have a role to play before final approval since the process will offer opportunities for engagement with the community and it would be ideal to involve the new director in that aspect as well. Mr. Draves agreed that it would as long as the timing works out. Trustee Colby also suggested that the board might consider having a board liaison to the process.

VIII. NEW BUSINESS

a. Annual Retreat Discussion – *Gabel*

President Gabel stated that she would like to postpone the board's annual retreat until the new Executive Director is on board and added that it would be beneficial to have a team building component built into the day.

Trustee Wise suggested the board get training or read a book on boards so everyone is speaking the same language. Trustee Colby and Wise will send their suggestions for titles to Ms. Langren who can then send it out to the entire board.

President Gabel reiterated that the group will wait til new director is on board and at the retreat will discuss the facilities plan, do a team building exercise, and perhaps invite a state library association rep come. October to mid-November is optimal for

having the retreat. Ms. Langren will send out a Doodle poll to see what date folks are available.

b. Monthly Policy Review - Draves

Mr. Draves explained that he would like to bring 1-2 policies per month to the board to help everyone understand them and be familiar with them. He will have staff review the policies with the board as it might be helpful to hear the rationale behind them; why they were crafted the way they are. All agreed it was a good idea.

c. Amendment to Policy 7.2 - Draves

This is simply a housekeeping item regarding a request for public records. Currently the policy contains Holly Carroll's name specifically. The policy needs to be changed from her name to state the "Executive Director".

It was moved by Trustee Frey to make this changed to policy 7.2, The motion was seconded by Trustee Colby and carried unanimously, 6 - 0.

IX. INFORMATION AND ANNOUNCEMENTS

President Gabel reported she went to the Frida event which was packed.

Staff In-service Day is this Friday at Old Town Library.

X. ADJOURNMENT

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

Respectfully submitted,

Jenn Birks

Jenn Birks, Secretary

Cynthia Langren, Recording Secretary