

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

**June 13, 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
(Interim) EXECUTIVE DIRECTOR:	Ken Draves	221-6670
ADMINISTRATIVE SUPPORT:	Cynthia Langren	221-6694

**BOARD MEMBERS PRESENT:**

Jennifer Birks  
Fred Colby  
John Frey  
Linda Gabel  
Becki Schulz

**BOARD MEMBERS ABSENT:**

Amanda Quijano (excused)  
Joe Wise (excused)

**DISTRICT STAFF PRESENT:**

Jeff Barnes	Alice Jorgensen
Jean Bosch	Cynthia Langren
Holly Bucks	Anne Macdonald
Chris Cortez	Currie Meyer
Kim Doran	Sarah Scobey
Ken Draves	Rob Stansbury
Sylvia Garcia	Sabrina Strømnes
Carol Gyger	Johanna Ulloa

**OTHERS IN ATTENDANCE:**

Elizabeth Dauer, Legal Counsel  
Annie Fox, FRCC  
Matt Weatherly  
Randy Ross

**I. CALL TO ORDER**

President Gabel called the meeting to order at 4:03 p.m.

**II. AGENDA REVIEW**

No changes.

### III. PUBLIC COMMENT

Randy Ross spoke to the board about issues he has with the petition policy. On May 11 at Old Town Library, he felt that his first amendment rights were violated when he was told he could not approach people entering the library, only when leaving. He explained that a petitioner can speak to far more people if allowed to speak with them coming or going. He would like to see the District policy changed to allow the option to approach people as they are entering the library as well as leaving.

He offered two suggestions: 1) have a policy statement on petitioning and 2) have a little sheet informing people of the 1<sup>st</sup> amendment. Take advantage of the opportunity to inform people especially those who complain.

He thanked the staff and the board for listening and working to update the policy.

### IV. SUMMER READING/LEARNING PROGRAM PRESENTATION *by Jennifer Zachman*

Librarian Jennifer Zachman gave a PowerPoint presentation with the following highlights:

- Why the Summer Reading Challenge is needed
- How to sign up
- Explained the various account types
- How it works for families and individuals
- What is new this year
- 1<sup>st</sup> day registration stats 2016 compared to 2015
- Community volunteer help stats so far
- A glimpse of the June program/event calendar – packed full!
- Thank you to the Friends of the Library, community volunteers, local business sponsors, library staff and the board for supporting the summer reading challenge program

### V. CONSENT AGENDA

- a. Consideration and Approval of the May 9, 2016 Regular meeting minutes
- b. Consideration and Approval of the May 2016 Financial Report
- c. Consideration and Approval of the May 2016 Legal Status Report

*Trustee Colby moved to approve the items on the consent agenda. There was a second by Trustee Frey. The motion carried unanimously, 5 – 0.*

### VI. REPORTS

#### a. Director's Report – *Draves*

The written report was accepted as presented.

Mr. Draves thanked Ms. Zachman, Ms. Robb and library staff for their hard work resulting in such a successful start to this year's Summer Reading Challenge.

He also thanked Ms. Ulloa and her staff for coordinating another wildly successful Imaginantes Program. Armando Silva spent the week with the kids and the theme this year centered on el corazón (the heart).

**b. Library Trust Update – Colby**

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

- Finally resolved the definition of capital: Items valued at \$5,000 or more or have a life span of 5 years or more.
- Is still discussing funding and Friends of the Library vs. Library Trust and the District. Hopefully the new Executive Director can help clear this up. The District needs to give the Trust a list by July as they need to add our items to the wording for the Colorado Gives campaign. They plan to list our items as a group; not individually as this gives the Trust more flexibility.

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

No report as Trustee Wise was not present.

**VII. UNFINISHED BUSINESS**

None

**VIII. NEW BUSINESS**

**a. 2016 Compensation Study and Proposed Pay Plan - *Matt Weatherly & Sabrina Stromnes***

Human Resources Manager Sabrina Stromnes explained that the District has been conducting a compensation study for the last several months. The purpose of the study was to evaluate our current compensation structure compared to the market and to develop our own library specific pay plan.

Mr. Weatherly, Public Sector Personnel Consultants, spoke to the board. He gave an overview of the study including:

- Background information about the company,
- Components the company completed in conducting the Compensation Plan Development Study
- Survey methodology
- Survey illustrations
- Applying the results

In summary, Mr. Weatherly and Ms. Stromnes asked the board to consider adoption of the proposed ranges including:

- 1) Adjust Classified staff who are below minimum up to new minimum (\$15,250 annual cost)

- 2) Increase entry level positions by \$1.50/hour (\$106,900 annual cost)
- 3) Provide general increase, COLA, merit, etc. as “usual”
- 4) In future budget year(s) address those low in the range to avoid compression with new hires

After the presentation, Ms. Dauer let the board know that because this is viewed as a procedure as opposed to a policy, that it can move forward for adoption now if that is the desire of the board.

*After a brief discussion, there was a motion by Trustee Colby to approve the proposed pay range as presented. Trustee Schulz seconded the motion. It carried unanimously, 5 – 0.*

Mr. Draves inquired if there was general agreement to go ahead with the implementation of the now approved Pay Plan including raising the lowest hourly paid position since the board has had an opportunity to review the proposal for implementation and the associated costs. He also reminded the board that there is money in the budget to do this.

*There was a motion to approve moving ahead with the implementation of the Pay Plan within the boundaries of the budget, which is \$75,000, by Trustee Frey and seconded by Trustee Birks. The motion carried unanimously, 5 – 0.*

**b. RFP Facilities Master Plan – Draves**

This item, for information-only, was presented by Mr. Draves. He referred to the RFP in the board packets. Mr. Barnes and Ms. Carroll worked on this during the spring, using the Facilities Master Plan proposal from 2009 as a starting point. They updated it and created the draft before the board today, which Mr. Draves plans to send out soon in order to get a firm hired in the fall.

**c. Records Retention Schedule – Dauer & Draves**

Ms. Dauer explained that this issue was flagged by Ms. Carroll a few months ago. The district has historically been following the records retention policy of the City of Fort Collins. The City follows the Record Retention Schedule established by the Colorado State Archives. That schedule is an extensive and lengthy document which includes retention specifications for a great many documents not relevant to the needs of the District. The District recognizes a need for a comprehensive records retention schedule for the District’s non-permanent records and the retention of those records that have long-term administrative, fiscal and historical value.

The Colorado State Archives has developed a statewide record retention schedule in cooperation with the Colorado Special Districts Association, the Colorado Attorney General’s Office and the State Auditor’s Office for Special Districts to follow. The

schedule is a much more compact document focused on the needs of special districts and readily adaptable to a library district.

Ms. Dauer further explained that a benefit of joining into the Colorado State Archives Schedule is that there is “safe harbor” when you do so. For example, if documents are kept for the prescribed amount of time, then discarded, the district will have legal protection in case anyone challenges why a specific document is no longer present.

She and Mr. Draves recommended approval of a resolution adopting the 2016 Colorado State Archives Special District Records Retention Schedule.

Trustee Colby commented that he hoped this schedule is being reviewed by other departments in case there is an oversight. Mr. Draves said that this will be shared with staff when it is approved by the board and noted that Mr. Barnes has agreed to be the point person for this issue; he will oversee the records retention schedule for the District.

Once approved, Ms. Dauer said she is required to file the resolution and petition to be accepted into the State Archives. She envisions that the board would adopt the resolution today and then she will come back with a brief policy with the statement to the extent applicable.

*There was a motion by Trustee Birks to approve the resolution for records retention. There was a second by Trustee Schulz. The motion carried unanimously, 5 – 0.*

**d. Proposed Solicitation and Petition Policy - Dauer & Draves**

Mr. Draves explained that there have been recent concerns associated with time, place, manner and lack of clarity in the current policies.

Ms. Dauer thanked Mr. Ross for bringing this to attention. She agreed the current restrictions need to be changed. It is an important issue and part of the First Amendment. She brought two new policies, one that governs just the solicitation and petitioning policy and one that governs exhibits and postings. It provides guidelines for that form of speech.

She referred to the proposed 3.11 policy. If the board approves this, it lifts that restriction as long as there is free egress and ingress at the entrance. This is the first reading of the proposed policy; board approval will be requested at the July 11 board meeting.

President Gabel noted that this proposed policy would only apply to Old Town Library and the Webster House Administration Center as Harmony and Council Tree Library are different.

**e. Proposed Revisions to PRPLD Policy 3.3 – Dauer & Draves**

Ms. Dauer reviewed this policy that relates to posting on bulletin boards and exhibits. After her review she decided to 1) make it its own separate policy and 2) add more language to make the policy clear and specific addressing public exhibits and displays in District facilities and provide a useful guide for citizens and staff.

This will be before the board next month for approval.

**f. Acceptance – 2015 Audit Report - Barnes**

Mr. Barnes reviewed the audit report with the board and explained that there were no exceptions from the auditors.

*Trustee Frey moved to accept the 2015 Audit Report as presented. There was a second by Trustee Colby. The motion carried unanimously, 4 – 0. (Trustee Schulz had to leave early.)*

**IX. INFORMATION AND ANNOUNCEMENTS**

President Gabel:

- \* Reminder: June 30, 8 – 10 a.m., board will be meeting with the Bradburys at Old Town Library to do an initial review of applicants
- \* There were 60 applications; only 8 did not meet minimum qualifications

Draves:

- \* Will be attending the ALA conference from June 23 – 28. Mr. Barnes will be in charge during that time.

**X. ADJOURNMENT**

*Trustee Colby moved to adjourn the meeting at 5:45 p.m. Trustee Birks seconded the motion. It carried unanimously, 4 - 0. (Trustee Schulz had to leave early.)*

Respectfully submitted,

*Jenn Birks*

Jenn Birks, Secretary

Cynthia Langren, Recording Secretary