

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

**September 12, 2016
4 p.m.**

Council Tree Library
2733 Council Tree Avenue
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
Joe Wise

BOARD MEMBERS ABSENT:

Amanda Quijano (excused)

DISTRICT STAFF PRESENT:

Jeff Barnes Cynthia Langren
Jean Bosch Currie Meyer
Holly Bucks Rob Stansbury
Chris Cortez Sabrina Strømnes
Kim Doran Jenny Thurman
Ken Draves Johanna Ulloa
Carol Gyger

OTHERS IN ATTENDANCE:

Kim Seter, Legal Counsel
Annie Fox, FRCC

I. CALL TO ORDER

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

II. DECLARATION OF QUORUM

President Gabel declared a quorum of the board present.

III. AGENDA REVIEW

President Gabel added an item under Unfinished Business: , “C. Review the Executive Director Contract.”

IV. PUBLIC COMMENT

None

V. PRPLD DISASTER & EMERGENCY RESPONSE PLAN PRESENTATION by Currie Meyer

Manager Currie Meyer presented the plan that she and Mr. Draves have been working on for a few months. The 38-page plan provides instruction for staff to follow in the event of a natural disaster, an active shooter inside or outside the building, etc.

The board thanked Ms. Meyer and complimented the detailed plan.

VI. CONSENT AGENDA

- a. Consideration and Approval – July 11, 2016 Regular Board Meeting Minutes
- b. Consideration and Approval – August 29, 2016 Special Meeting Minutes
- c. Consideration and Approval – August 2016 Financial Report

President Gabel noted that the adjourn time was blank on the July 11 minutes. Trustee Colby stated the adjourn time was 4:15 p.m. Trustee Schulz moved to approve the July 11, 2016 minutes with that correction. Trustee Colby seconded the motion which carried unanimously, 6 – 0.

President Gabel noted a correction to the August 29, 2016 special meeting minutes. Jeff Barnes should be added to the attendance list. Trustee Colby moved to approve the minutes with this correction. Trustee Schulz seconded the motion which carried unanimously, 6 – 0.

Trustee Frey moved to approve the August 2016 Financial Report as presented. Trustee Birks seconded the motion. It carried unanimously, 6 – 0.

VII. REPORTS

a. Director’s Report – Draves

The written report was accepted as presented. Mr. Draves reiterated that the inaugural FoCo Book Festival is coming up on October 22 and hopes all can attend. Additionally, there is a reception on October 21 at Morgan Library to meet authors, donors and our CSU partners. Board members are allowed to bring one guest to the reception. The keynote on October 22 is Governor Hickenlooper. Tickets to his talk are free, but seating is limited. Watch our website for more details.

b. Library Trust Update – Colby

Trustee Colby reported that the Trust is:

- Making progress on the Colorado Gives campaign. They are hoping to raise between \$25,000 – 50,000.
- Moved and approved underwriting \$1,000 toward the Book Fest event as a sponsor.

- Reviewed the media release and upcoming information on the ballot process and would like to support the ballot initiative in any way that they can. They are currently consulting with their experts on what they can and cannot do.

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

Trustee Wise attended the FOL meeting in June and reported that:

- The Friends of the Library were concerned that they would have a shorter fall book sale due to space issues, however, Mr. Draves came through and got space for the dates they needed. The sale will be October 10 – 13th.
- New FOL bookmarks were distributed to the board.
- Robin Gard wrote a letter to the board asking that as it moves forward with facilities planning for the future, please remember the Friends. Most libraries have space for the FOL for sorting and storage and she is hopeful that this will be considered.

d. Legal Status Report (August 2016) – Seter

Trustee Colby referred to the memorandum from Mr. Seter, included in the Legal Status Report, re: Fair Campaign Practices Act. He inquired if the summary sheet (page 4) could be circulated to all staff to get them up to speed on the issue. Mr. Draves indicated that Mr. Seter is currently reviewing a distillation of that and once he approves, it will be distributed to staff.

Trustee Colby expressed the need to read some of the rules on page 2 into the record.

- Services provided without compensation by volunteers do not constitute a contribution. Basically, volunteers and board members are allowed to do what they want to do on their own time in support of the initiative and do not have to record hours or consider it a contribution.
- Governmental employees and board members who have policy-making responsibilities may expend public moneys to express their opinions. This may be in the form of letters, telephone calls, or other activities if the amount spent does not exceed \$50.
- Elected officials do not exceed the \$50 limit by spending time dealing with an issue.
- Officials do not exceed the \$50 exception by spending their own money to advocate for or against an issue.

He reiterated that these are new rules to him and he just felt it important for everyone to be on the same page and to have them reflected in the record.

VIII. UNFINISHED BUSINESS

a. Facilities Master Plan Contract Approval – *Draves & Gabel*

Mr. Draves referred to the Agenda Item Summary and touched on the background information. President Gabel explained the reasons why she is pleased that Humphries Poli Architects (HPA) was the firm selected; they have connections and the resources in the library architectural community to know what current trends are and definitely have the background and experience.

Mr. Draves noted that another positive for HPA, is that they have done some work with a similar library, City of Westminster, and community college partnership. They already understand the partnership which is very helpful. Their timeframe is two and a half months. It will be a thorough process, but an assertive time frame for it.

Trustee Colby moved to authorize the interim Executive Director to enter into a professional services agreement with Humphries Poli Architects and Godfrey's Associates for a Library Facilities Master Plan at a fee not to exceed \$68,500. The motion was seconded by Trustee Birks. The motion passed by a unanimous vote, 6 - 0.

b. Board Retreat – *Gabel and Quijano*

President Gabel reminded the board that the annual retreat is scheduled for October 28 at Primrose Studio. For the agenda, Vice President Quijano was interested in learning more about roles and responsibilities of board members, therefore, they invited Jacqueline Murphy to come speak about that. She is confirmed to come. President Gabel and Vice President Quijano are compiling a draft agenda. Traditionally, the board reviews the mission to see if it needs to be updated and there will be an update on the Strategic Plan.

President Gabel asked if the board prefers to have a facilitator or not. This was discussed and it was determined that for this particular retreat, a facilitator is not needed.

The board asked President Gabel to put together a tentative agenda and share it with the board and ask members for input on time allotment for each item.

Another topic for consideration if there is time would be “trends in library design,” or a general topic related to libraries.

It was agreed that Mr. Draves will also ask Mr. Slivken if he has any thoughts for the retreat agenda.

c. Executive Director Contract - *Gabel*

President Gabel referred to the contract that was distributed to the board for review. She indicated that October 20, 2016 is the correct start date and end date is December 31, 2017.

She noted that everything is the same as the previous contract. Mr. Seter pointed out that the Library Director's Duties are attached at the end. The board reviewed the contract and duties and noted that there are a few places in the contract where "Carroll" needs to be replaced with "Slivken". Mr. Seter will insert the dates mentioned above and make those name corrections and send to President Gabel for her signature upon board approval.

President Gabel asked for a motion. ***There was a motion by Trustee Colby to approve the Executive Director's contract with the changes. The motion was seconded by Trustee Frey and carried unanimously, 6 – 0.***

IX. NEW BUSINESS

a. Study Session re: 2017 Budget, September 26? – Gabel

President Gabel proposed the board hold a study session regarding the 2017 PRPLD budget before it comes before the board at their regular meeting in October. She has asked Finance Officer Barnes for a more detailed report on salaries and positions, etc. Trustee Frey agreed and expressed how beneficial the annual study sessions are to thoroughly review the proposed budget.

The majority of the board is available on Monday, September 26. The time will be 4 p.m. at Old Town Library and will last about 90 minutes. Information will be sent to the board the week before the meeting. The meeting will be posted as usual.

b. Elevator Refurbishment Project & Contract – Barnes

Mr. Barnes referred to the summary in the packets and asked if there were any questions. There were none. He asked for board approval of staff's recommendation to accept Kone's low bid to renovate the elevator at Old Town Library by authorizing staff to issue a purchasing work order form.

There was a motion by Trustee Colby to authorize the interim executive director to issue a purchasing work order form. Seconded by Schulz. Motion carried by a unanimous vote, 6 - 0.

c. Security Camera Policy – Draves & Bosch

Mr. Draves referred to the Agenda Item Summary and reiterated the need for this proposed new policy regarding security cameras at Old Town Library. Library Manager Jean Bosch confirmed that an RFP will be going out soon. Mr. Draves explained that many public facilities have security cameras such as PSD, FRCC, etc. and that in order to have cameras and have digital images stored, the District has to have a policy. This is an initial review and staff would like board approval next month. Trustee Wise complimented the policy and applauds the District for moving forward with this.

d. Resolution: Support of Ballot Measure – Gabel & Seter

Mr. Seter distributed the draft *Resolution in Support of Ballot Issue 5F Asking the Voters to Confirm that the District May Retain and Spend All Revenue Received from its 3 Mill Levy Approved By the Voters in 2006*.

President Gabel confirmed that the board did execute the election resolution on August 29, 2016. She said that sometimes for situations like this, groups put together an Issues Committee; people who can work on it on their own time. The committee members could write letters, send out mailers, make sure the materials are available at each library, etc. There is only about a month in which to do anything. She asked if the board feel the need to have one.

Trustee Colby volunteered and said he would chair the committee. Trustee Birks volunteered to be on this committee as well. President Gabel explained as chair, Trustee Colby would have to register the Issues Committee with the Larimer County Clerk and Recorder's office. She will send him the links to do so. There will also need to be a Treasurer. President Gabel added that staff can volunteer on their off hours when not at work to join the Issues Committee.

Mr. Seter said that Ms. Bright, a paralegal in his office, can obtain information on how to form a committee and how it can communicate. President Gabel gave her copy of the Issues Committee guidelines to Trustee Colby.

Trustee Wise moved to approve the resolution supporting the ballot issue 5F. Trustee Birks seconded the motion. Discussion: Trustee Colby suggested some edits to which everyone agreed.

The motion passed unanimously, 6 - 0. Mr. Seter will send out a clean copy to the board in the morning. Trustees Wise and Frey will share the clean copy with the Friends of the Library and the Library Trust and will let them know about the Issues Committee.

X. ANNOUNCEMENTS

President Gabel reminded the board of two upcoming author events:

- Author Bryan Stevenson, *Just Mercy* on September 22.
- Author Edwidge Danticat, *Brother, I'm Dying* a FC READS book on November 6.

She also mentioned that Mr. Slivken would like to meet with each board member when he gets to town.

Mr. Draves announced that staff will plan an open house for the Friends, Trust and library staff to meet Mr. Slivken during his first two weeks. Date, time and location to be determined.

XI. ADJOURNMENT

Trustee Colby moved to adjourn the meeting at 5:25 p.m. Trustee Schulz seconded the motion. It carried unanimously, 6 - 0.

Respectfully submitted,

Jenn Birks

Jenn Birks, Secretary

Cynthia Langren, Recording Secretary