

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

**October 10, 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:

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

BOARD MEMBERS ABSENT:

Jenn Birks (excused)

DISTRICT STAFF PRESENT:

Jeff Barnes Rob Stansbury
Ken Draves Sabrina Strømnes
Carol Gyger Paula Watson-Lakamp
Vicky Hays
Cynthia Langren

OTHERS IN ATTENDANCE:

Kim Seter, Legal Counsel
Annie Fox, FRCC
Eric Sutherland
Julie Lechtanski, FOL President

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

No changes.

IV. PUBLIC COMMENT

None

V. FRIENDS OF THE LIBRARY OVERVIEW PRESENTATION by Julie Lechtanski, President

President Lechtanski gave an overview of the Friends of the Library organization. She described the donation to book sale process step-by-step, outlined the process for funding library programs and reported approximate revenue numbers from sales at the nook at Old Town and the store at Harmony, in addition to the book sale events.

VI. CONSENT AGENDA

- a. Consideration and Approval – September 12, 2016 Regular Board Meeting Minutes

Trustee Colby moved approval of the September 12 regular board meeting minutes as presented. There was a second by Trustee Schulz. The motion carried unanimously, 6 – 0.

- b. Consideration and Approval – September 2016 Financial Report

Discussion: Trustee Wise had some questions regarding the report noting that some areas are significantly under budget and wondered if the 2017 budget should be adjusted accordingly. It was agreed that this would be discussed later in the meeting when the 2017 PRPLD Budget is discussed.

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

VII. REPORTS

a. Director's Report – Draves

The written report was accepted as presented.

Mr. Draves noted that tomorrow is the last day for Old Town Library Manager Jean Bosch. IT Manager Carol Gyger will be retiring at the end of the year. There were 71 applications for her position.

Trustee Colby asked that Mr. Draves extend thanks from the board to Ms. Bosch for her excellent and many years of service to the Library District.

b. Library Trust Update – Colby

Trustee Colby reported that the Trust is:

- Finalizing the Colorado Gives Campaign and how to best promote it
- In full support of the ballot initiative

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

Trustee Wise reported that the Friends:

- Will hold its November book sale event at Harmony Library. The dates are November 12 and 13.

d. Legal Status Report (September 2016) – Seter

Mr. Seter noted that there were communications with the City of Fort Collins' Attorney's office regarding a citizen complaint about not being allowed to petition in or outside Council Tree Library. That communication was included in the Legal Status Report and at this time there is nothing further to report.

Mr. Seter was asked about the breakdown of the \$240,000 cost to the Library District of ballot issue 5F. He indicated that Mr. Barnes is looking into this and will provide that information to the board when he receives it.

VIII. UNFINISHED BUSINESS

a. Security Camera Policy (Approval) – Draves

Mr. Draves announced that this is the second reading of this item and indicated he has not received any comments since the board first reviewed this in September. President Gabel asked if there were any questions or comments.

Mr. Seter referred to the fourth bullet in the proposed policy. He requested that there be a specific time frame for how long recordings will be kept. After much discussion, it was agreed that the last sentence of the fourth bullet will state: Security camera recordings will be stored for 10 days.

Trustee Quijano moved to approve the Security Camera Policy with the revision noted during discussion. There was a second by Trustee Colby. The motion passed by a unanimous vote, 6 – 0.

b. Board Retreat – Gabel and Quijano

As requested by the board at the September 12 meeting, President Gabel provided a draft agenda for the board's upcoming retreat. The board reviewed and approved the agenda.

IX. NEW BUSINESS

a. 2017 PRPLD Budget Presentation – Barnes

Finance Officer Barnes presented the proposed 2017 budget for the Library District.

The board then discussed at length a couple of issues: 1) Whether or not to adjust the budget for certain areas/buildings that are significantly under budget in 2016 and 2) What is the appropriate COLA in general and also for those employees who are already receiving an increase in pay to place them appropriately in the new pay plan?

Mr. Barnes was asked to return next month with the following:

- What is the breakdown for those buildings/areas that are significantly under budget this year? An explanation would be helpful as well as why is higher amounts are budgeted in 2017.
- Look at local information re: the COLA so the board can make an informed decision.
- Two options for the board to consider. Plan A and Plan B = show both a 2% increase and a 3% increase in staff salaries and wages.

X. ANNOUNCEMENTS

Mr. Draves announced that this is his last board meeting as Interim Executive Director.

There is a Meet & Greet event planned to welcome Mr. Slivken on November 2, 4 – 6 p.m. at Old Town Library. This is for the board, Library Trust board, Friends of the Library board and all staff.

XI. ADJOURNMENT

Trustee Frey moved to adjourn the meeting at 6:01 p.m. Trustee Schulz seconded the motion. It carried unanimously, 6 - 0.

Respectfully submitted,

Cynthia Langren
Recording Secretary