

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

**January 9, 2017
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:	David Slivken	221-6670
ADMINISTRATIVE SUPPORT:	Cynthia Langren	221-6694

BOARD MEMBERS PRESENT:

Jenn Birks
Fred Colby
John Frey
Linda Gabel
Becki Schulz
Joe Wise

BOARD MEMBERS ABSENT:

Amanda Quijano (excused)

DISTRICT STAFF PRESENT:

Tova Aragon Cynthia Langren
Jeff Barnes Currie Meyer
Holly Bucks Sarah Scobey
Chris Cortez David Slivken
Ken Draves Rob Stansbury
Kim Doran Sabrina Strømnes
Vicky Hays Paula Watson-Lakamp
Mark Huber

OTHERS IN ATTENDANCE:

Annie Fox, FRCC
Kim Seter, Legal Counsel
Cameron Richards, Legal Counsel

I. **CALL TO ORDER**

President Gabel called the meeting to order at 4:00 p.m.

II. **DECLARATION OF QUORUM**

President Gabel declared a quorum of the board present with five members present. (Trustee Schulz arrived just after this item so six were present for the remainder of the meeting.)

III. AGENDA REVIEW

No changes.

IV. PUBLIC COMMENT

None.

V. CONSENT AGENDA

Consideration and approval of:

- a. November 14, 2016 Regular Board Meeting Minutes
Trustee Frey moved to approve the item on the consent agenda. The motion was seconded by Trustee Colby. The motion carried unanimously, 6 – 0.

VI. REPORTS

a. Director's Report (December 2016) – Slivken

The written report was accepted as presented. In addition to the report, Mr. Slivken:

- Introduced new IT Manager Mark Huber
- Announced the hiring of Chris Cortez as the Answer Center Supervisor
- Updated the board on the status of Old Town Library Manager position
- Recognized Business Librarian Anne Macdonald; she was named Consultant of the Year by the Larimer County Small Business Development Center for her expertise and dedication working with local small businesses and entrepreneurs.
- Stated he met with City Manager Darin Atteberry last week

b. Financial Report (November and December 2016) – Slivken & Gabel

Trustee Wise inquired about current assets and suggested that the quarterly report reflect building equipment, inventory, etc. in order to see the whole picture. With regard to commodity expenditures, he noted those numbers are over by quite a bit and asked why. Mr. Slivken and President Gabel will discuss with Finance Officer Barnes who is absent tonight and provide answers.

c. Legal Status Report – Seter

Mr. Seter indicated there is nothing to report in addition to what was included in his written report. He did distribute copies of the draft Annual Administrative Resolution for the board to review before asking for approval at the Annual Meeting held on March 13, 2017. If any corrections need to be made, please send them to Mr. Seter.

d. Technology & Circulation – Bucks, Cortez, Doran

Circulation Supervisors Holly Bucks, Chris Cortez, and Kim Doran gave a presentation to the board entitled: *Technology and Staffing* that explained how beneficial technology is to the circulation work load and how staffing is carefully considered and scheduled to meet the needs of the business. Following the presentation and brief question and answer session, Trustees thanked the Circulation Supervisors for providing a clear and informative presentation.

VII. UNFINISHED BUSINESS

a. Status of Master Facilities Plan - *Slivken*

Executive Director Slivken reported that the architects will be here January 25 and 26 to conduct several focus group and community meetings. Details about when they plan to meet with the board, the leadership team and staff will be known soon. He will inform the board as soon as he can.

b. Policy Review Process (to be continued at February's meeting) – *Gabel*

President Gabel explained that due to Vice President Quijano's absence today, this item will be continued next month.

VIII. NEW BUSINESS

a. Nominating Committee for Board Officers - *Gabel*

Trustees Schulz, Colby and Gabel volunteered to be on the committee whose charge is to talk to all board members and then create a proposed slate of officers to vote on at the Annual Meeting. President Gabel said if anyone else is interested in being on the committee to let her know.

IX. ANNOUNCEMENTS

Friends of the Library (FOL) Update - *Wise*

Trustee Wise reported that:

- The November book sale made \$10,000
- The FOL finished the year at \$90,000
- The next book sale will be January 27 – 29 at Old Town Library in the Community Room and children's area
- The FOL board is working on the Wish List

Library Trust Update – *Colby*

Trustee Colby reported that:

- The Trust held their election of officers
- They are working to become more structured and are open to having conversations about integrating donations through the website
- He is organizing a debriefing of the campaign committee and expressed his disappointment that staff didn't seem to be engaged or know that they could be engaged as long as it was on their own time. Through organizing a comprehensive debrief, Trustee Colby is working to insure that when the Library District undertakes future campaigns, staff are fully informed and invited to participate in campaign activities on their own time, as allowed by Colorado law

Public Comment Guidelines – Wise

Trustee Wise initiated a discussion about the current guidelines for public comment and asked that they be more specific and shortened from 5 minutes to 3 minutes. Mr. Seter commented on potential legal difficulties involved with language that attempts to restrict the nature of public comments made in public meetings of the Library Board. Executive Director Slivken was asked by President Gabel to propose wording to add to the existing paragraph and present it to the board next month for approval.

X. ADJOURNMENT

Trustee Frey moved to adjourn the meeting at 4:59 p.m. Trustee Birks seconded the motion. It carried unanimously, 6 - 0.

Respectfully submitted,

Cynthia Langren
Recording Secretary