

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

**November 13, 2017
4 p.m.**

Old Town Library
201 Peterson Street
Fort Collins, CO

PRESIDENT:	Vacant	
VICE PRESIDENT:	Amanda Quijano	818-0687
EXECUTIVE DIRECTOR:	David Slivken	221-6670
ADMINISTRATIVE SUPPORT:	Cynthia Langren	221-6694

BOARD MEMBERS PRESENT:

Valerie Arnold
Fred Colby, Secretary/Treasurer
John Frey
Becki Schulz
Joe Wise

BOARD MEMBERS ABSENT:

Amanda Quijano, Vice President (excused)

DISTRICT STAFF PRESENT:

Jeff Barnes Currie Meyer
Ken Draves David Slivken
Mark Huber Rob Stansbury
Cynthia Langren Sabrina Stromnes
Molly Thompson

OTHERS IN ATTENDANCE:

Cameron Richards, Legal Counsel
Annie Fox, FRCC
Linda Hopkins, Library Trust

I. CALL TO ORDER

In the absence of Vice President Quijano, Secretary/Treasurer Colby called the meeting to order at 4 p.m. and declared a quorum of the board present.

II. AGENDA REVIEW

No changes.

III. PUBLIC COMMENT

Linda Hopkins with Library Trust - secretary and chair of fundraising committee Reported that the Trust pledged a check for \$1,000 for the book fest event and presented it to Trustee Colby. She noted that the Trust will also have a check for \$10k to give towards capital projects.

Ms. Hopkins also gave each member a letter and postcards to share with friends and colleagues to encourage participation in Colorado Gives Day which is in its 10th year. This year's campaign will raise funds for the Poudre River Library Trust to support STREAM (Science, Technology, Reading, Engineering, Art, and Math) activities, install a Library Services kiosk at the Fort Collins Senior Center and increase the Endowment to benefit our libraries long term. Everyone's support is greatly needed and appreciated. You can go in and methodically schedule your donations to a number of nonprofits and then it will automatically happen on December 1.

IV. CONSENT AGENDA

Consideration and approval of:
October 9, 2017, Regular Meeting Minutes

Motion by Trustee Schulz to approve the consent agenda as presented. There was a second by Trustee Frey. The motion carried unanimously, 5 - 0.

V. REPORTS

a. Director's Report – *Slivken*

Mr. Slivken briefly spoke about each item in his written report which was accepted as presented. In addition to the report, he noted:

- Today was the first day of extra police presence at Old Town Library. The extra security will go on for a few months at least.
- The board may have a new member who can fill Ms. Gabel's vacancy. He was the next person in line after Trustee Arnold during the selection process last February. More to come.
- Due to several issues with the HR recruitment process with the City, Human Resources Manager Stromnes recommended the Library District purchase its own HRIS and move recruitment in-house. This will start January 1, 2018.

b. Financial Report (October 2017) – *Barnes*

Mr. Barnes verbally highlighted several items from the written report which was accepted as presented.

c. Legal Status Report – *Seter*

Mr. Richards had nothing to add to the written report. He asked that everyone stay after the meeting to sign some documents.

Mr. Wise noted that CSU had a bomb threat recently and the video was used to capture the suspect before any harm could be done. He expressed his concern about people's safety. He added that because the campus police and CSU are the same organization, they were able to have access to the tape right away.

There was discussion about this and how it relates to the situation that happened here at Old Town Library. Trustee Arnold requested someone obtain a copy of CSU's policy.

d. Workforce Development Presentation – Thompson

Jobs and Careers Development Librarian Molly Thompson presented much information about her position which is dedicated to helping patrons with jobs and careers and how she works in tandem with the Larimer County Workforce Center and all the resources available to help people with resumes and cover letters.

VI. UNFINISHED BUSINESS

a. Master Plan Update – Draves

Deputy Director Draves reported that he, Business Librarian Anne Macdonald and Finance Manager Barnes met with Trustees Schulz and Quijano in October. They reviewed the board comments from the work session and the RFP from Olathe. It was a productive meeting and each person was assigned tasks to complete. Once Vice President Quijano returns, the group will reconvene and create a Request for Proposals (RFP) for the board to review.

VII. NEW BUSINESS

a. 2017 PRPLD Budget Amendments, Public Hearing – Barnes

Finance Manager Barnes briefly explained the proposed amendments which were given to the board in their packets and presented at last month's board meeting.

Secretary/Treasurer Colby opened the public hearing on the amendment to the 2017 Poudre River Public Library District budget at 4:39 p.m. There was no public comment and the hearing was closed at 4:39 p.m.

b. 2017 PRPLD Budget Amendments, Approval – Barnes

There was a motion by Trustee Schulz to approve the resolution amending the 2017 PRPLD budget as presented today (details below). There was a second by Trustee Wise.

- *Increase the Appropriated General Fund expenditures for 2017 from \$10,056,300 to \$12,056,300 including transfers to increase the transfer to the Capital Projects Fund.*
- *Increase the Appropriated Capital Project Fund expenditures for 2017 from \$125,000 to \$142,500 for the addition of window blinds at Council Tree Library. The increase being funded by the Paul Gwyn bequest.*

Secretary/Treasurer Colby called the question and the motion carried unanimously, 5 - 0.

c. 2018 PRPLD Budget, Public Hearing - Barnes

Mr. Barnes presented an overview of the proposed 2018 PRPLD budget that was presented to the board on first reading last month. Secretary/Treasurer Colby opened the public hearing at 4:53 p.m. There was no public comment. The public hearing was closed at 4:53 p.m.

d. 2018 PRPLD Budget, Approval – Barnes

Mr. Richards noted for the record that prior to the meeting the Trustees were notified of the date, time and place of the meeting and the purpose for which it is called. He added that this is a regular meeting of the Board of Trustees of the District and that Notice of Meeting has been posted at three places within the boundaries of the District and also at the office the County Clerk of Larimer County in Fort Collins, Colorado, and to the best of his knowledge, remains posted to the date of this meeting.

Secretary/Treasurer Colby asked for a motion.

There was a motion to approve the resolution (details below) to approve the 2018 PRPLD budget and resolution by Trustee Schulz. There was a second by Trustee Arnold.

- Set mill levy at 3 mills
- Appropriate General Fund expenditures of \$10,498,345 including transfers
- Appropriate Capital Project Fund expenditures of \$275,000 for Capital Replacement items

Secretary/Treasurer Colby called the question and the motion carried unanimously, 5 – 0.

e. 2018 Pay Plan Amendments - Barnes

Mr. Barnes stated he is asking for approval of a resolution to increase the minimum and the maximum levels of pay grades 7 and 8 by 90 cents each in the District's Pay Plan. ***There was a motion by Trustee Wise with a second by Trustee Schulz to approve the resolution. The motion carried unanimously, 5 – 0.***

f. Election of Interim President - All

Trustee Frey reported that Vice President Quijano could not be here today and expressed her interest in serving as President of the board. She also wanted to let the board know that after today, her ability to attend the regular board meetings will greatly improve. ***Ms. Quijano was nominated as President by Trustee Frey. Secretary/Treasurer Colby called the question and all voted in favor of Ms. Quijano as President from this point forward until the Annual meeting and election of officers in March 2018.***

Colby was nominated to serve as Vice President and accepted the nomination. He was voted in favor unanimously. 5 - 0.

Wise was nominated by Trustee Arnold to serve as Secretary/Treasurer. He accepted and was voted unanimously, 5 – 0.

g. December Board Meeting – Colby

It was agreed that due to lack of agenda items, the December board meeting is hereby canceled per Vice President Colby.

VIII. ANNOUNCEMENTS

a. Poudre River Friends of the Library (FOL) Update - Wise

Secretary-Treasurer Wise reported that several folks including Mr. Slivken and Mr. Draves met at the United Way building and started there with a tour of the various facilities the Friends use such as the warehouse and sorting centers. He indicated that the Friends would appreciate being included in the new master plan so they can have adequate space to store books.

The November book sale this past weekend was very successful. Early reports indicate it produced the highest revenue they've had in years.

b. Poudre River Library Trust Update – Colby

Vice President Colby expressed appreciation for Trust member Linda Hopkins who spoke earlier about the Colorado Gives campaign.

He also complimented staff and everyone who was involved in the coordination of the Book Fest this year. He said everything was clear and it was easy to find things.

IX. ADJOURNMENT

Since there was no other business before the board, ***Trustee Wise moved to adjourn the meeting at 5:10 p.m. Trustee Arnold seconded the motion, which carried unanimously, 5 - 0.***

Respectfully submitted,

Cynthia Langren

Cynthia Langren
Recording Secretary

Joe Wise
Secretary/Treasurer